

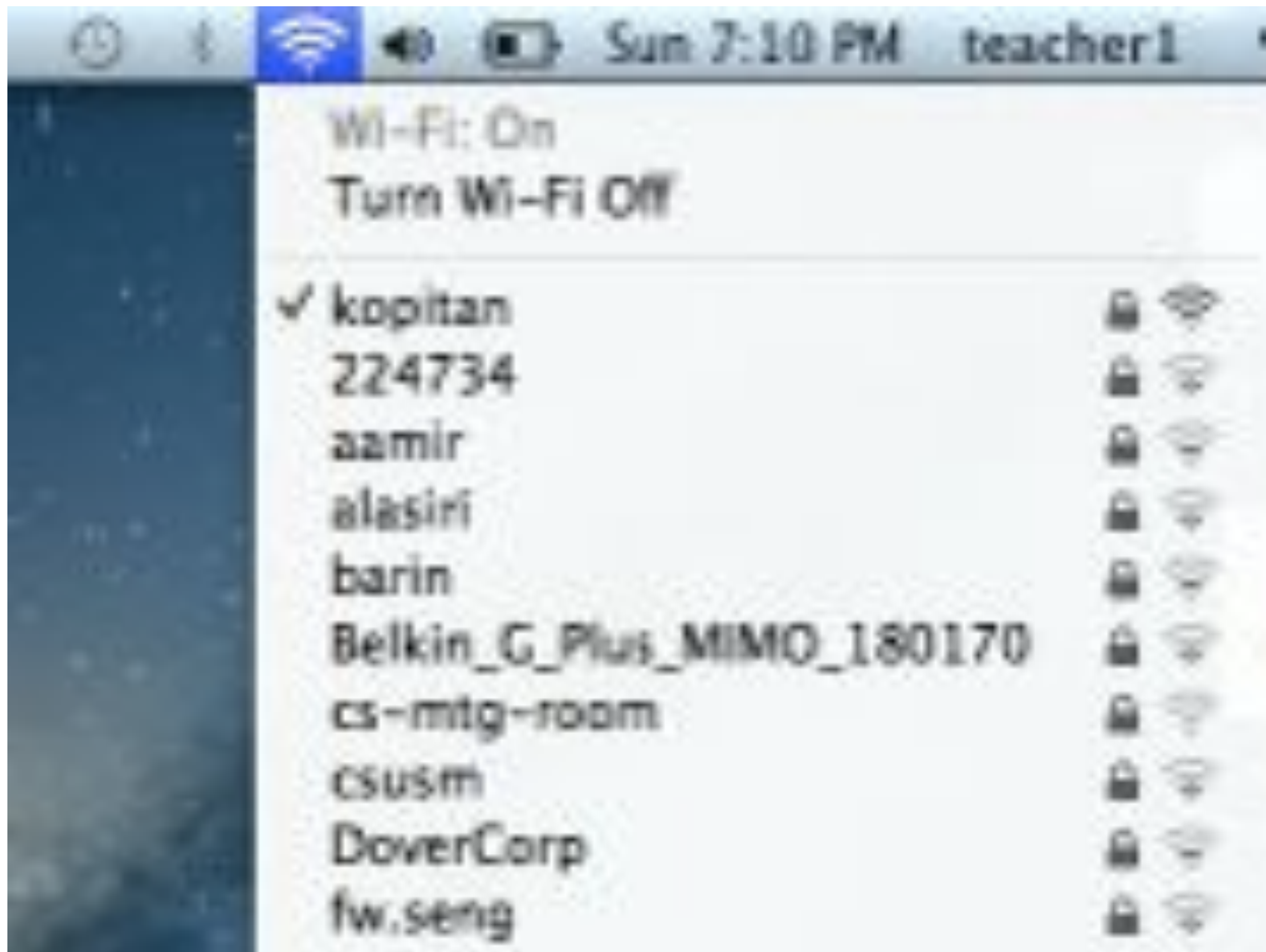
2. Internet

shah@mac.com

2.1 Connecting to the Internet



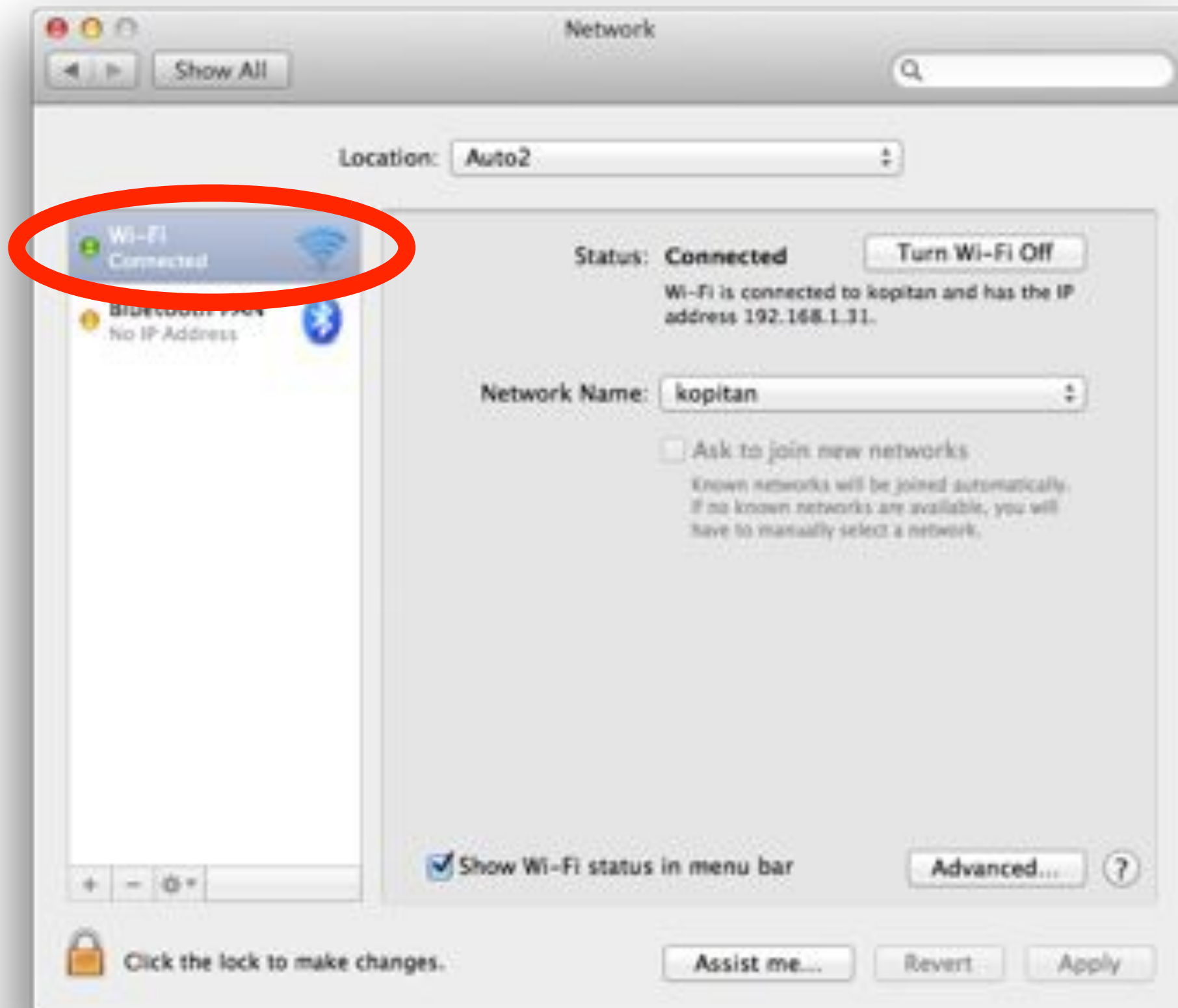
If you have an Ethernet cable, plug it into the Ethernet port of your Mac.



If you have a wireless connection, select and join the wireless network of your choice.



To see the status of your Ethernet connection, open System Preferences and click Network.



A green indicator light means your internet connection has been connected successfully.

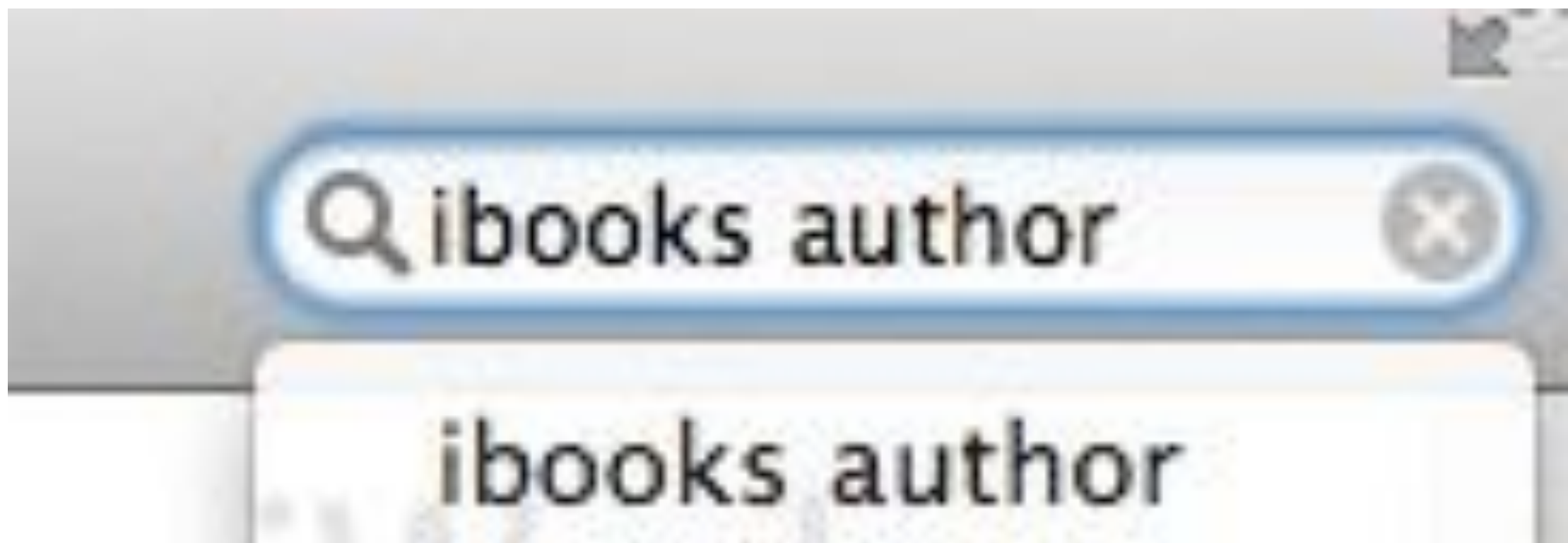
2.2 Mac App Store



Choose App Store... from the Apple menu.



You will see the main interface.



Type ibooks author into the search field, and press Return.



A list of results will be returned. The application we want is the iBooks Author application shown on the top left. Click on the Free link.

Search Results for "ibooks autho



iBooks Author

Productivity



16 Ratings

INSTALL APP



It will change to Install App. Click Install App.

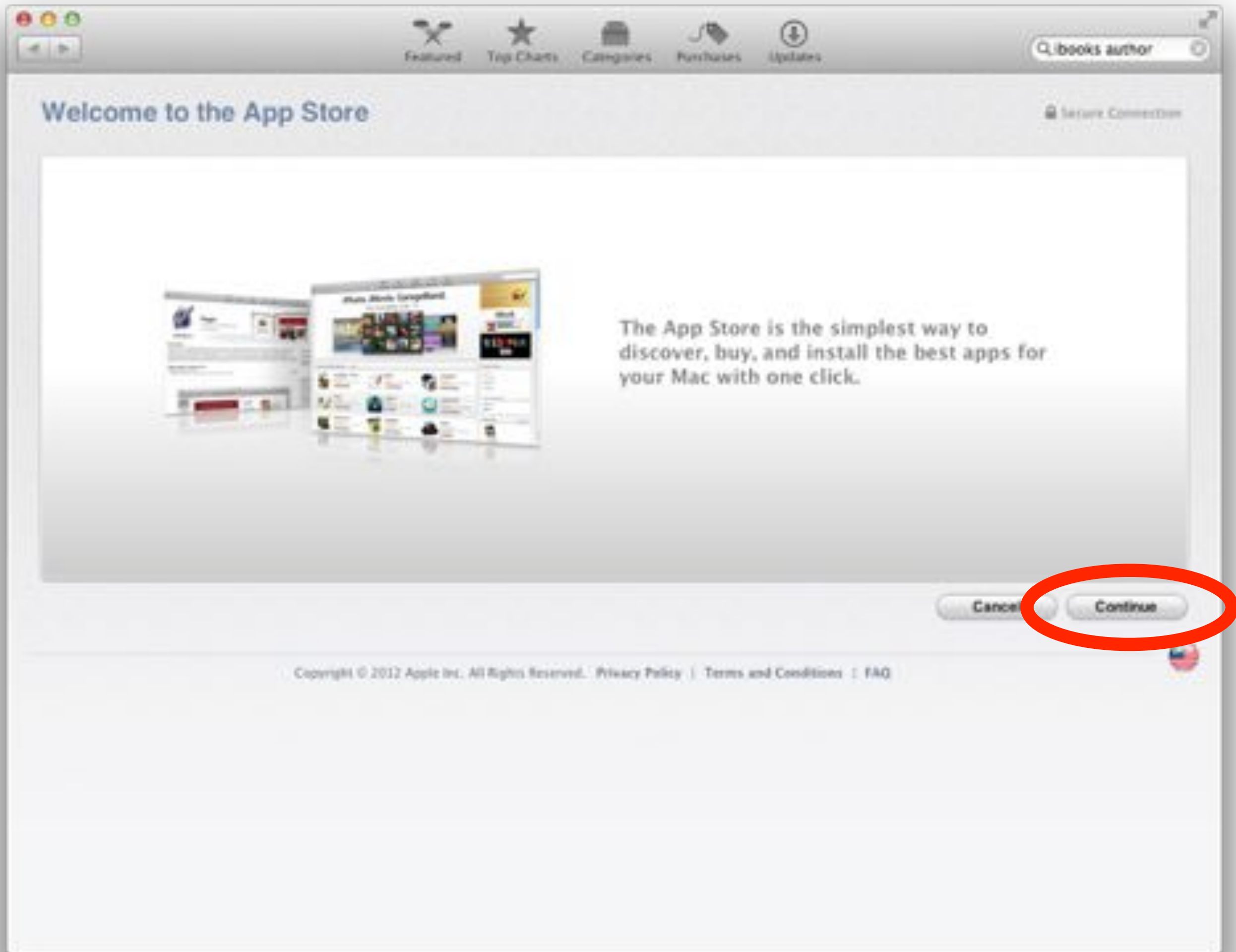


If you see the following dialog box, this means you're not using the Administrator account of the Mac. You will need to obtain the username and password of the Administrator account, enter it into the fields provided and click Install Software.

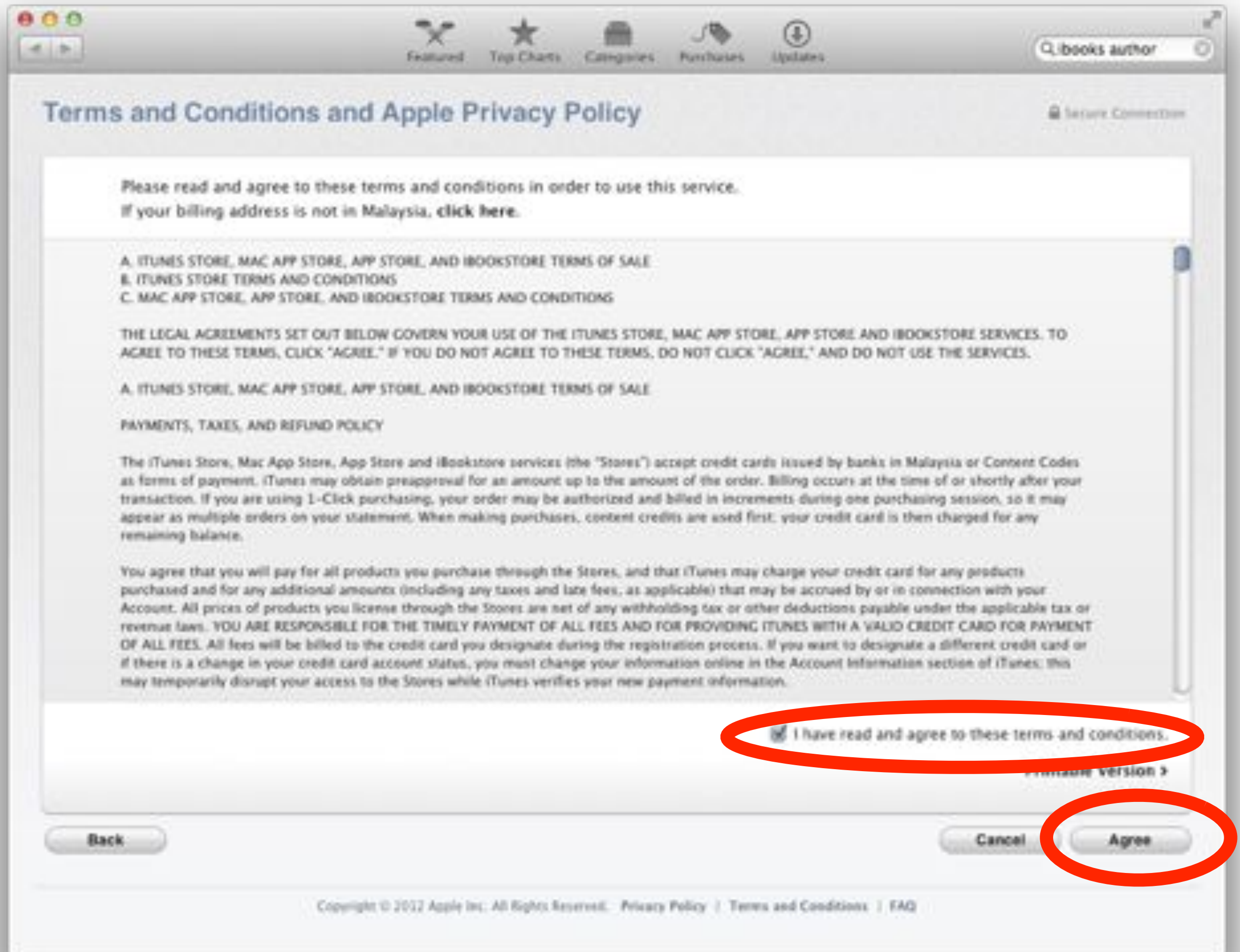


Mac App Store will prompt you to Sign in. Click on Create Apple ID if you don't have one already.

Note: You can use the same Apple ID that you use for iTunes if you have one.



Click Continue.



Tick I have read and agree to these terms and conditions. Click Agree.

The screenshot shows the 'Provide Apple ID Details' window in the App Store. At the top, there is a navigation bar with icons for 'Featured', 'Top Charts', 'Categories', 'Purchases', and 'Updates'. A search bar on the right contains the text 'books author'. The main title 'Provide Apple ID Details' is in the top left, with a 'Secure Connection' indicator on the right. The form contains several sections: an 'Email' field with 'mcmmalaysia@gmail.com', 'Password' and 'Verify Password' fields with masked text, a section for a security question and answer, and a date of birth selector showing '1', 'January', and '1969'. Below these is a section for email preferences with two checked options. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons. The 'Continue' button is circled in red. The footer contains copyright information and links to 'Privacy Policy', 'Terms and Conditions', and 'FAQ'.

Provide Apple ID Details Secure Connection

Email
mcmmalaysia@gmail.com

Password

Verify Password

Enter a question and an answer to help us verify your identity if you forget your password.

This is a personal question

This is a personal answer

Enter your date of birth.

1 : January : 1969

Would you like to receive the following via email?

- ☒ New releases and additions to the App Store and the iTunes Store.
- ☒ News, special offers, and information about related products and services from Apple.

Back Cancel **Continue**



Copyright © 2012 Apple Inc. All Rights Reserved. [Privacy Policy](#) | [Terms and Conditions](#) | [FAQ](#)

You can use your email account to create your Apple ID. Just fill in the required details and click Continue.

This is a screenshot of the Apple ID creation payment screen. At the top, there is a navigation bar with icons for 'Featured', 'Top Charts', 'Categories', 'Purchases', and 'Updates'. A search bar on the right contains the text 'books author'. Below the navigation bar, a message states: 'If you provide a payment method now, you will not be charged until you make a purchase. If you select None, you will be asked to provide a payment method when you make your first purchase. If the billing address of your payment information is not in Malaysia, click here.' The main section is titled 'Please select a payment method.' and shows three options: 'VISA', a Mastercard logo, and 'None'. The 'None' option is selected. Below this is a section for redeeming a code, with a text input field labeled 'Enter Code'. The 'Billing Address' section contains several fields: a dropdown menu for 'Mr.', text fields for 'Mariborough' and 'College', a highlighted text field containing 'PTD100804', a text field for 'Apt., suite, bldg', text fields for '79000' and 'Nusajaya', a dropdown menu for 'Johor' and a text field for 'Malaysia', and finally text fields for '6012' and '2456789'. At the bottom, a disclaimer reads: 'Apple uses industry-standard encryption to protect the confidentiality of your personal information.' Three buttons are at the bottom: 'Back', 'Cancel', and 'Create Apple ID'. The 'Create Apple ID' button is circled in red.

If you provide a payment method now, you will not be charged until you make a purchase. If you select None, you will be asked to provide a payment method when you make your first purchase.
If the billing address of your payment information is not in Malaysia, [click here](#).


Please select a payment method.

VISA   None

To redeem a code or gift certificate, enter it here

Enter Code

Billing Address


Mr. 

Mariborough College

PTD100804

Apt., suite, bldg

79000 Nusajaya

Johor  Malaysia

6012 2456789

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

Back Cancel **Create Apple ID**

Here, make sure you choose the None option for payment method. You will only see this if you started by clicking on a free application. Enter your billing address and click Create Apple ID. You will receive a verification message in your email. Click on the link provided to verify your account, and your Apple ID will be activated.



If you see this dialog box again, type in your AppleID's username and password and click Sign In.

Search Results for "ibooks author"



iBooks Author

Productivity



16 Ratings

INSTALL APP



Click Install App.

Search Results for "ibooks autho



iBooks Author

Productivity



16 Ratings

INSTALLING



The app will begin downloading and installing itself into your computer.



Quit the App Store by choosing Quit App Store from the App Store menu.



If you move your cursor over the Launchpad icon, it will show you the progress of the install.

2.3 iCloud



To configure iCloud, go to System Preferences...



Click the iCloud system preference and enter the username and password of your Apple ID in the space given.



Click Sign In.



Tick Use iCloud for contacts, calendars, notes and Safari. You can leave the second box unchecked. Click Next.



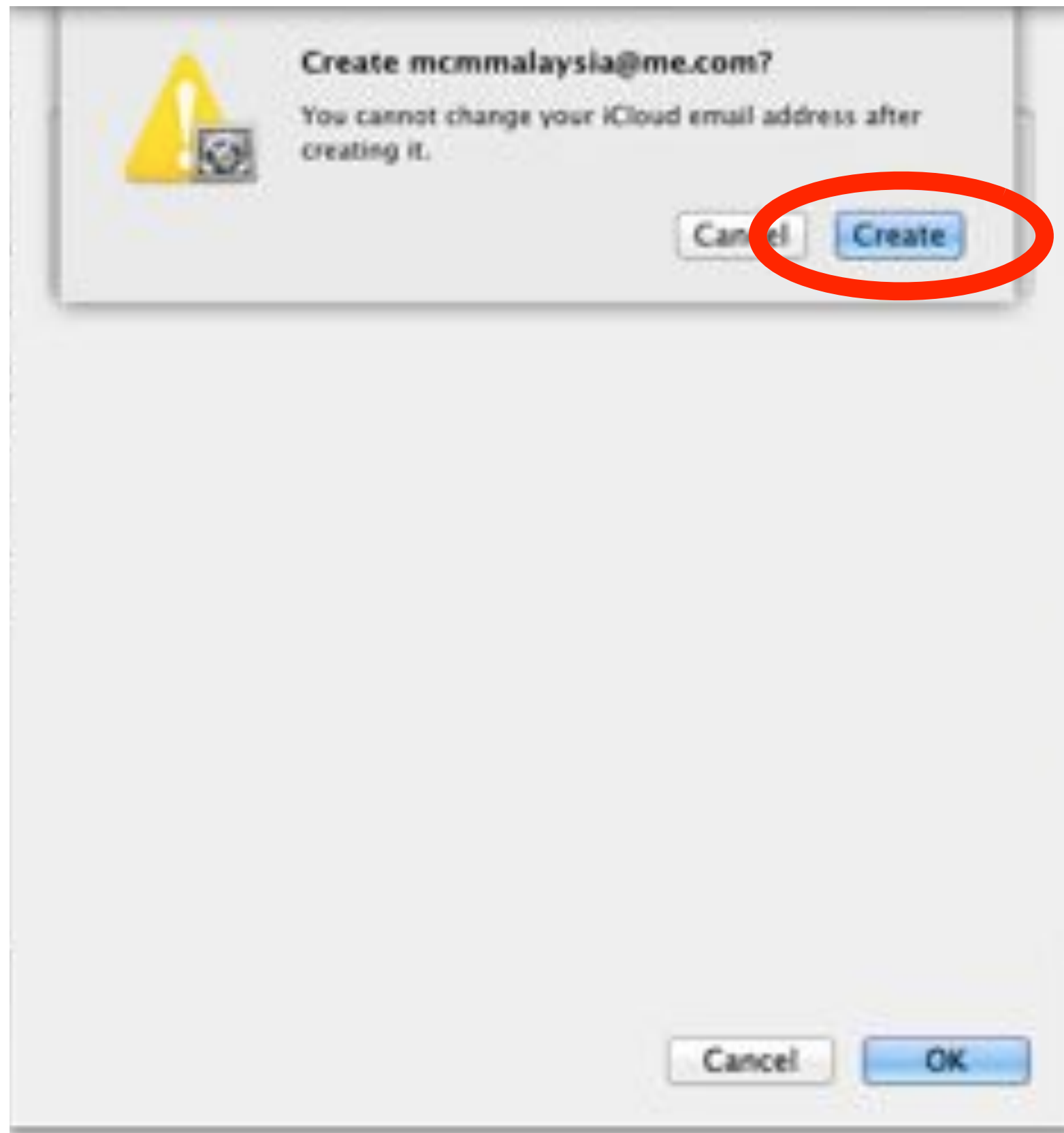
Note that your username appears under the iCloud logo and most of the services have been configured. We shall now configure Notes and Mail.

Choose an iCloud email address:

Email: @me.com

You cannot change your iCloud email address after creating it.

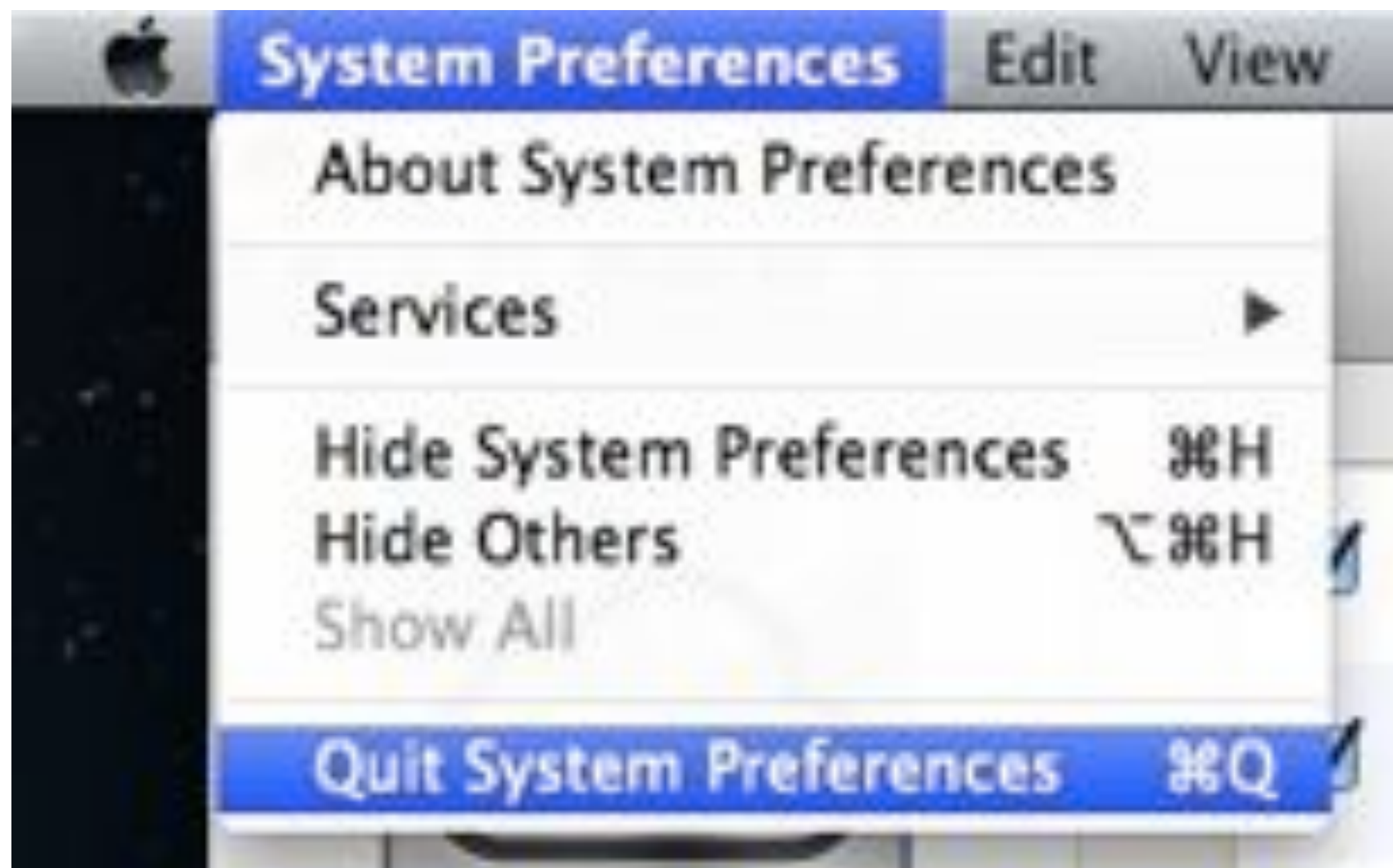
Tick Mail. Enter your desired username to get a free @me.com email account. Click Ok.



Click Create.



Your @me.com email account has been created. Tick Notes as well.

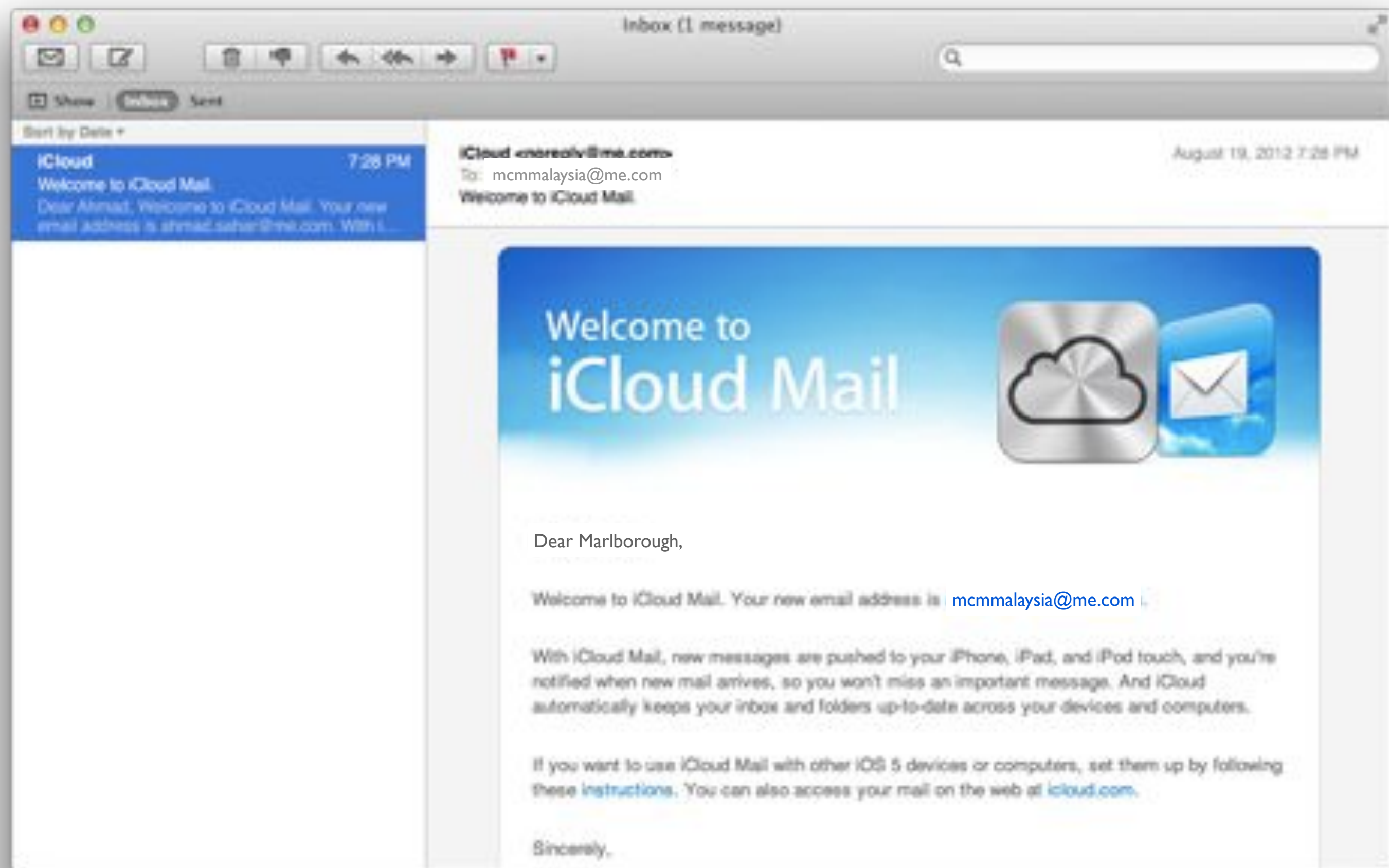


Quit System Preferences when you're done.

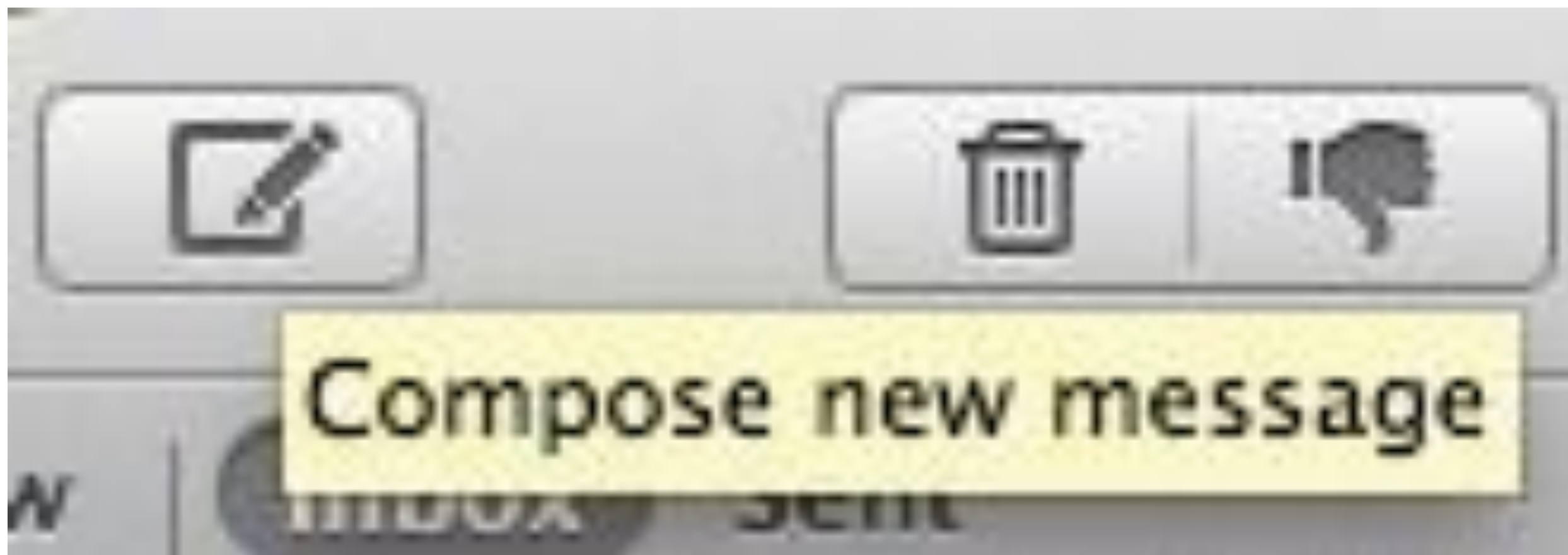
2.4 Mail



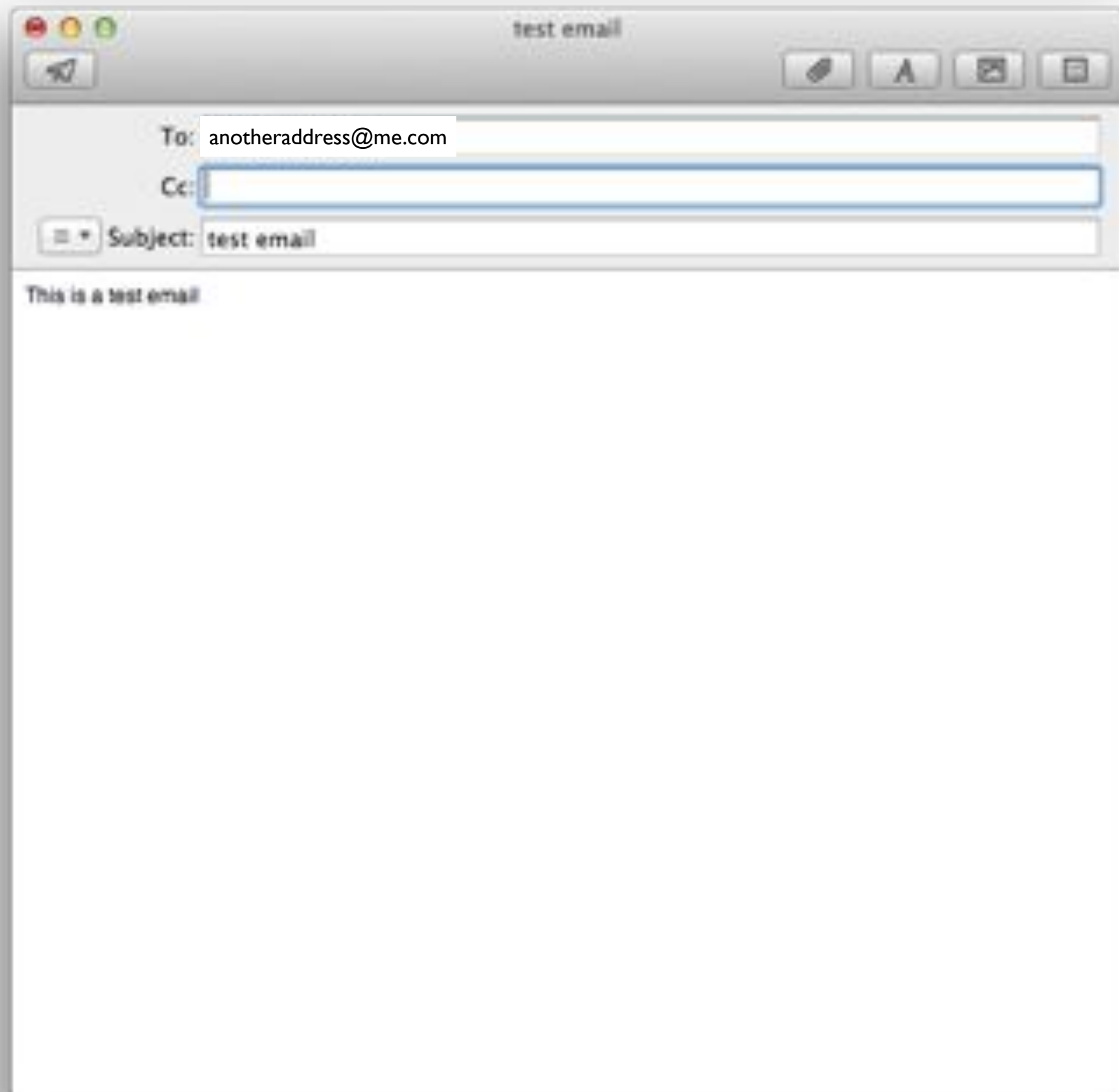
Click on the Mail icon in the Dock.



Mail will launch. Notice that there will be one email message from Apple in your Inbox.



Click on the pencil icon to compose a new message.



The image shows a macOS-style window titled "test email". The window has a standard macOS title bar with red, yellow, and green window control buttons on the left. Below the title bar is a toolbar with four icons: a paper plane (send), a pencil (edit), a large 'A' (font), and a square with a diagonal line (preview). The main area of the window is divided into two sections. The top section contains three text input fields: "To:" with the value "anotheraddress@me.com", "Cc:" which is empty, and "Subject:" with the value "test email". The bottom section is a large text area containing the text "This is a test email".

test email

To: anotheraddress@me.com

Cc:

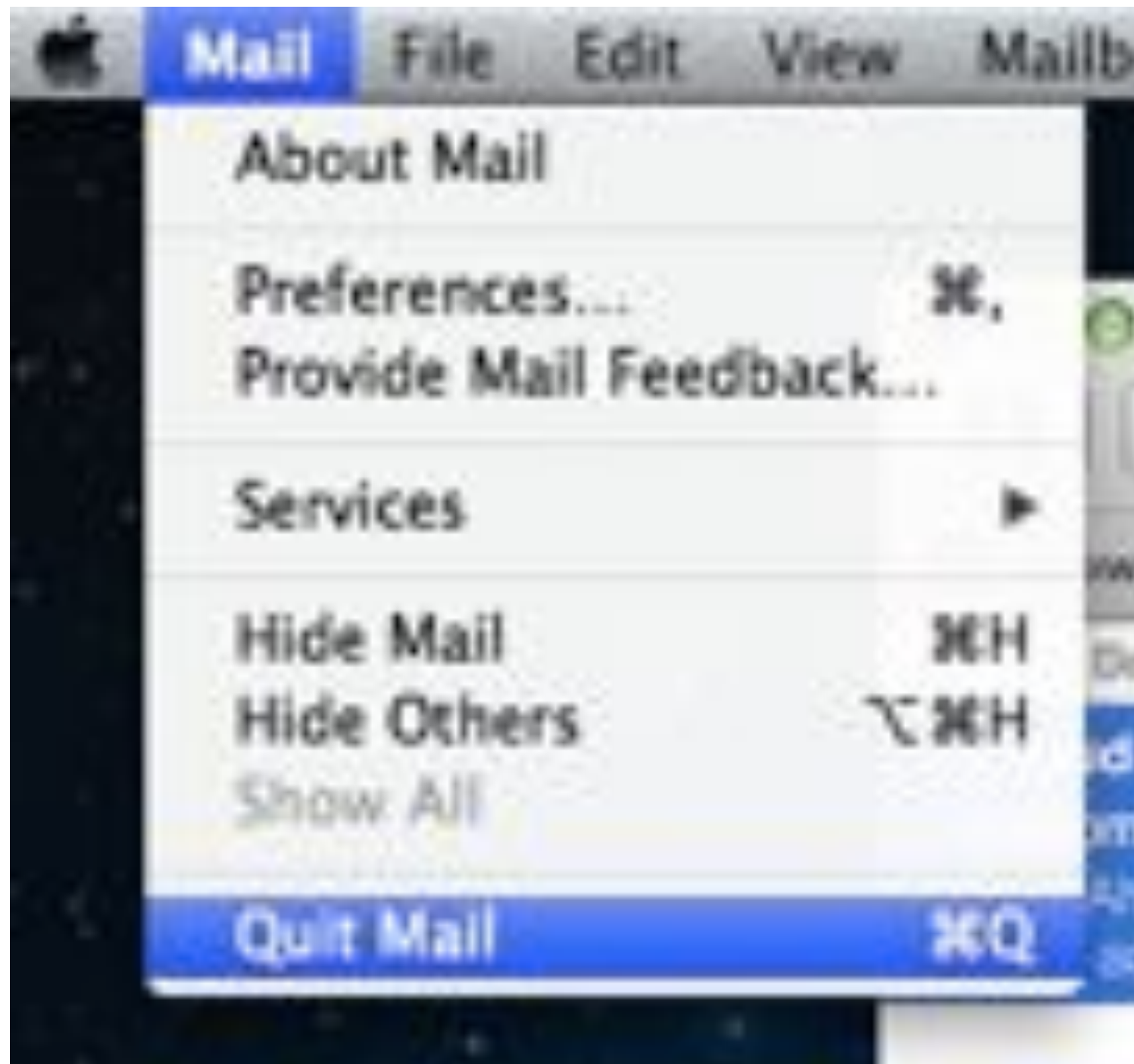
Subject: test email

This is a test email

Type in the email address, subject and content of the test message.



Click the Send icon to send your email.

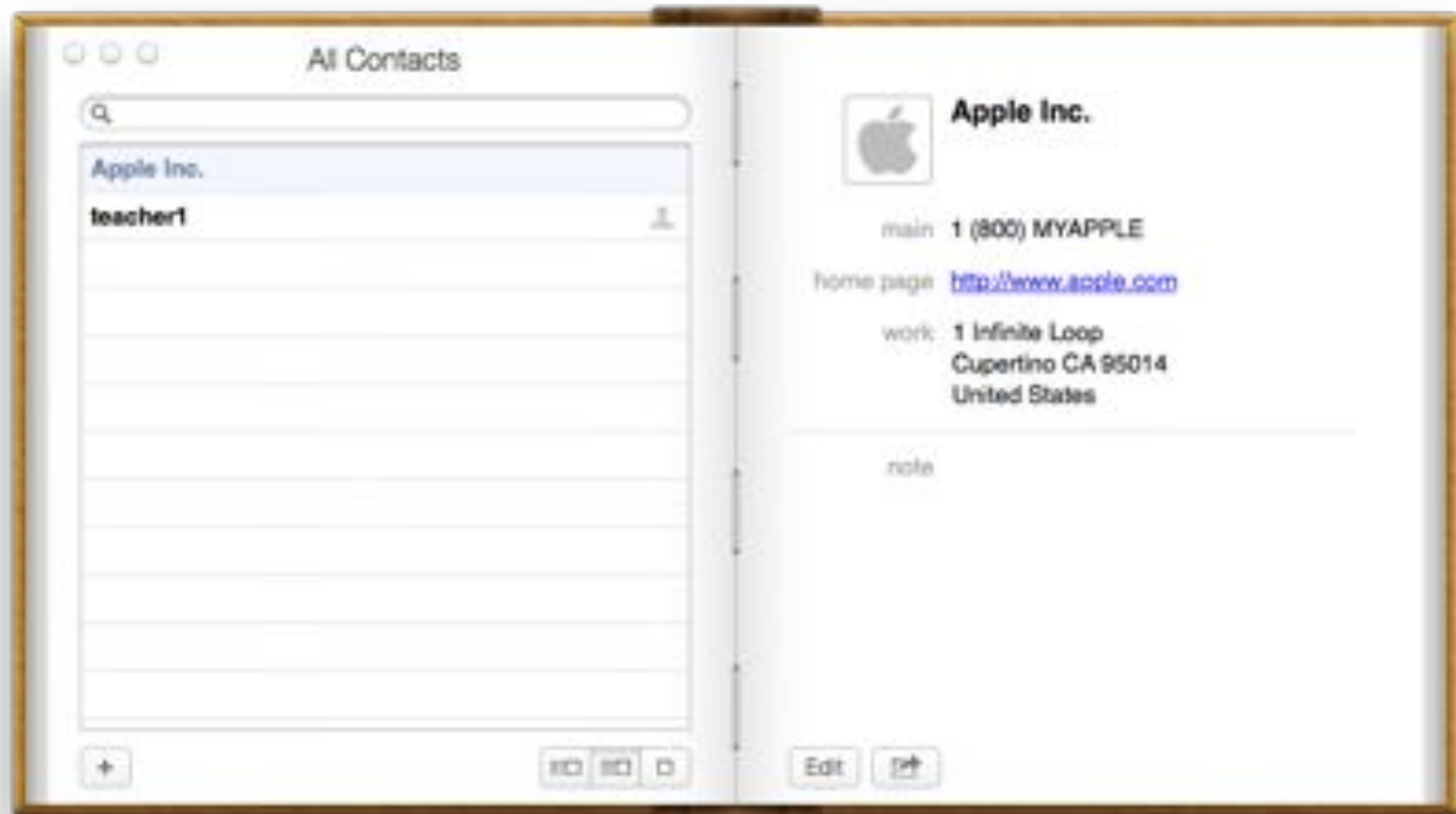


Quit Mail when done.

2.5 Contacts



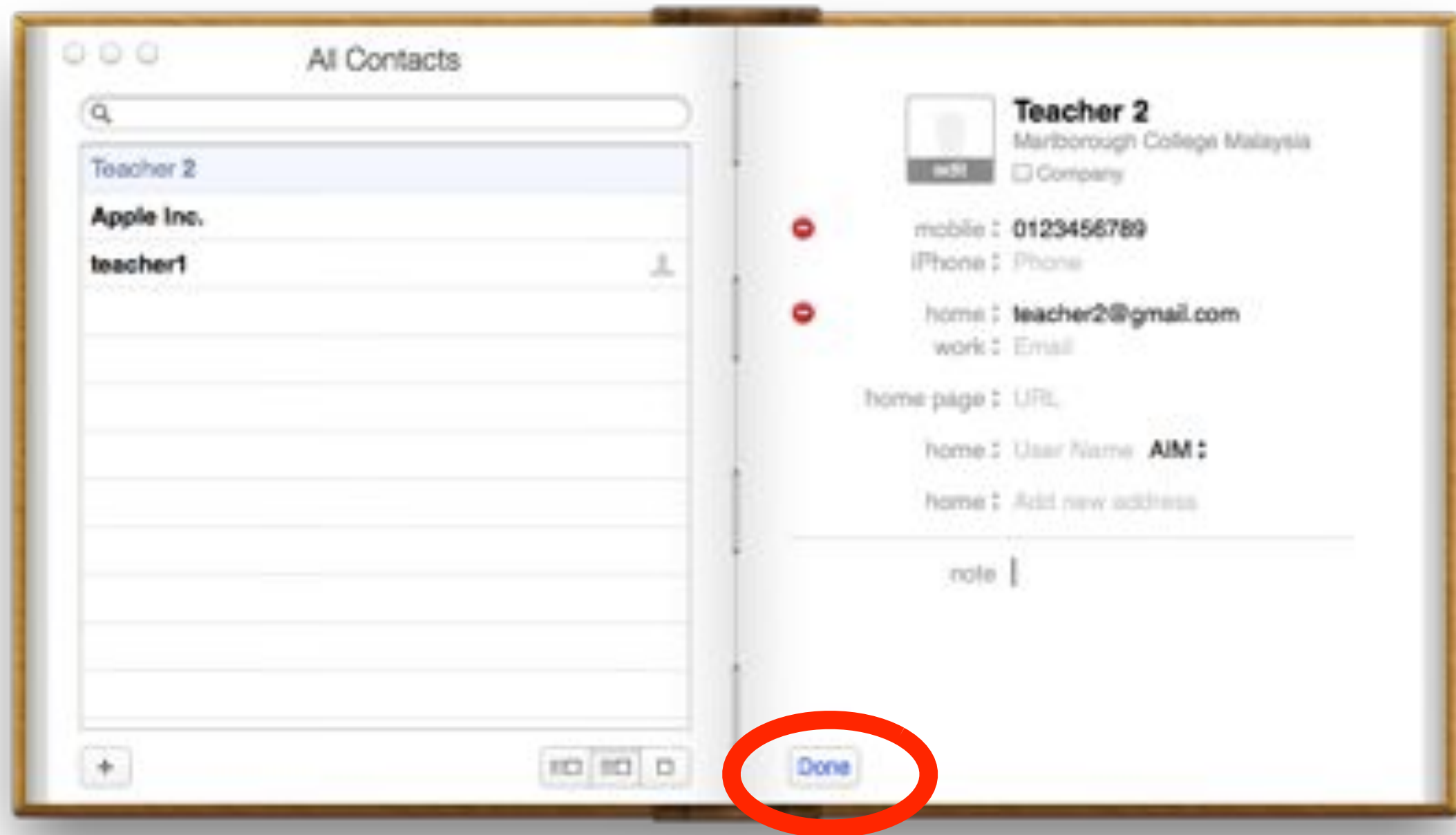
Click the Contacts icon in the dock.



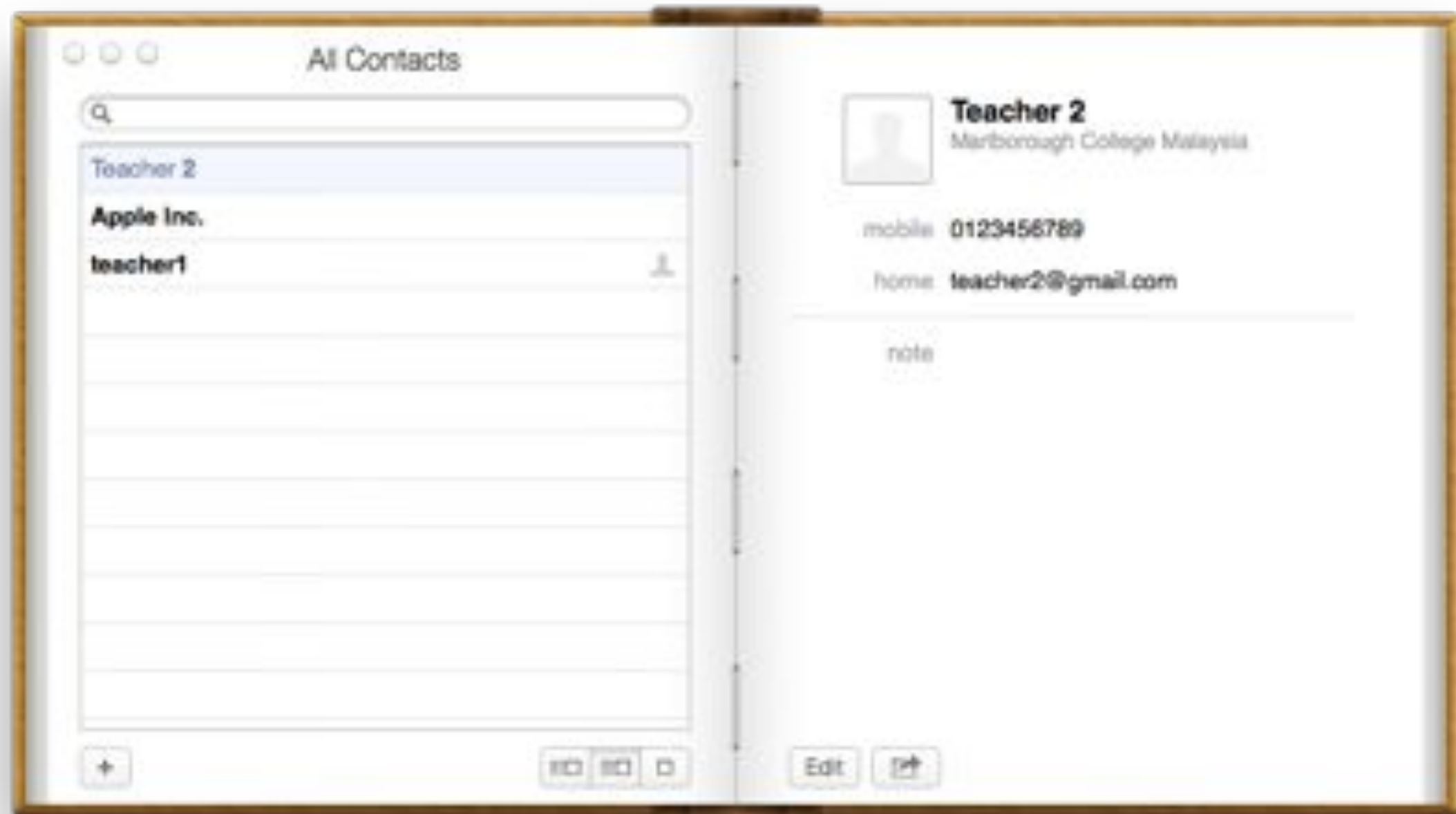
The Contacts application launches. Notice that there are already two cards in it. One shows Apple's information, the other automatically created when the user account was created.



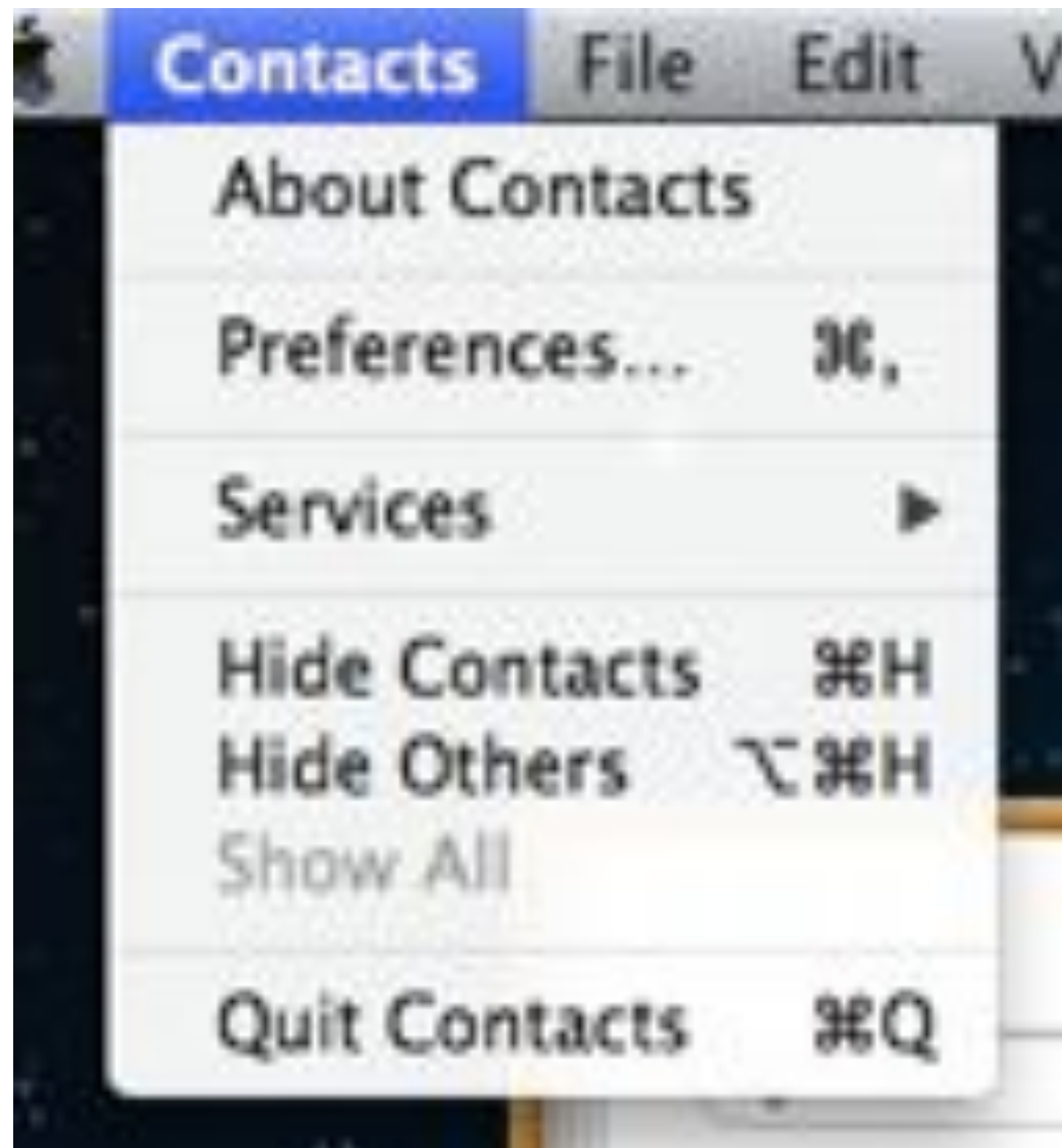
Click on the + button to add a new card.



Add another teacher's contact information as shown. Click Done.



The second teacher's information has been added.

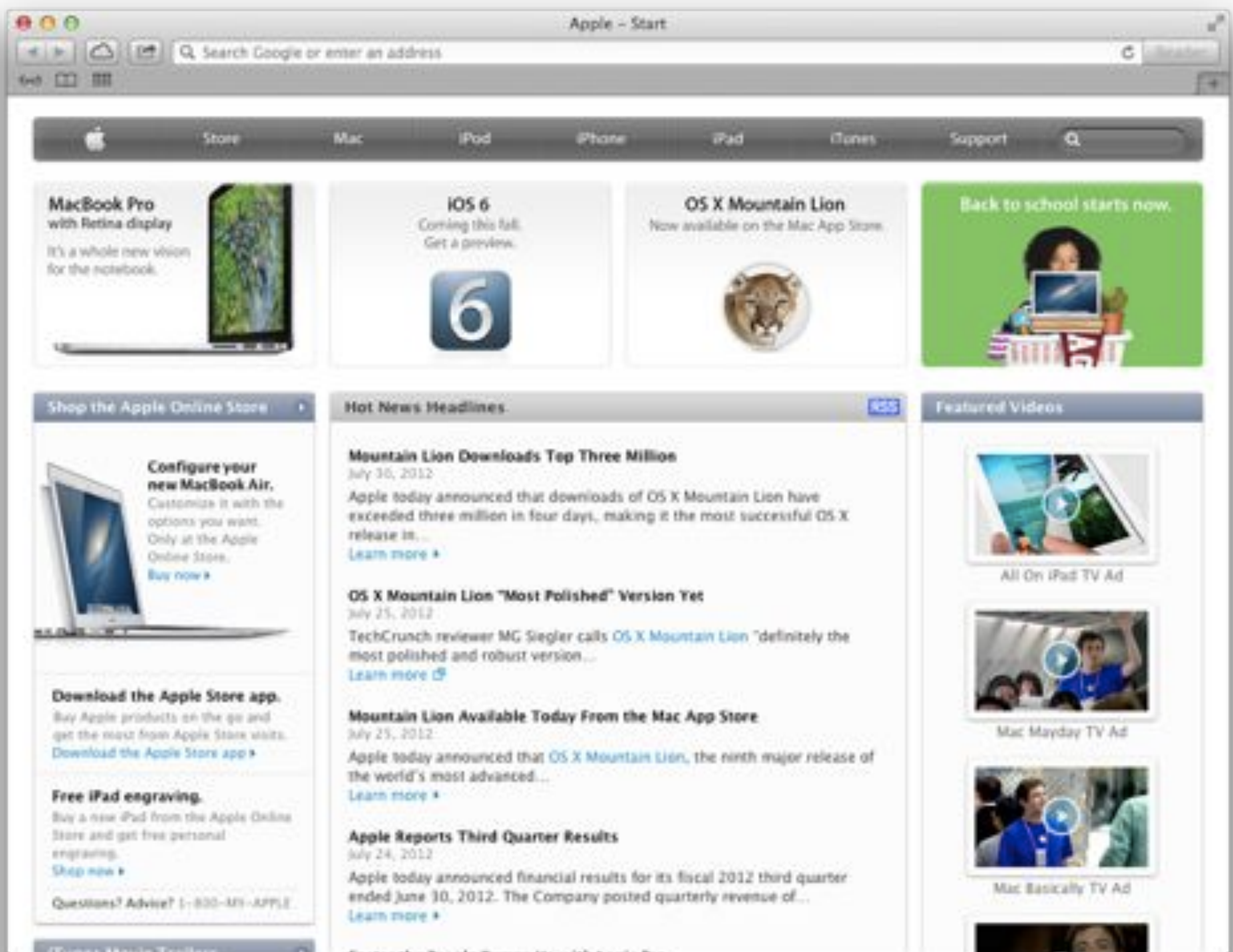


Quit Contacts.

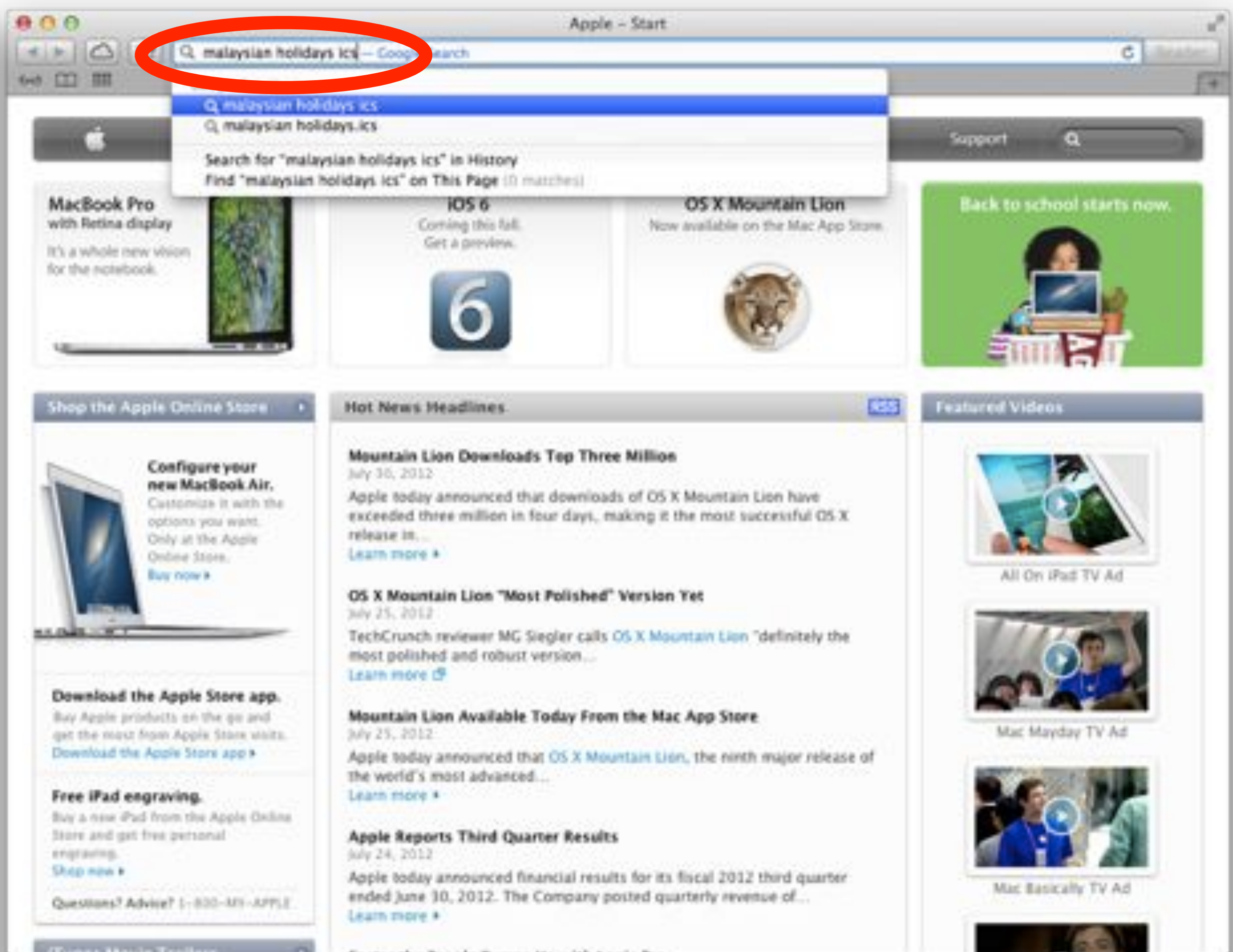
2.6 Calendar



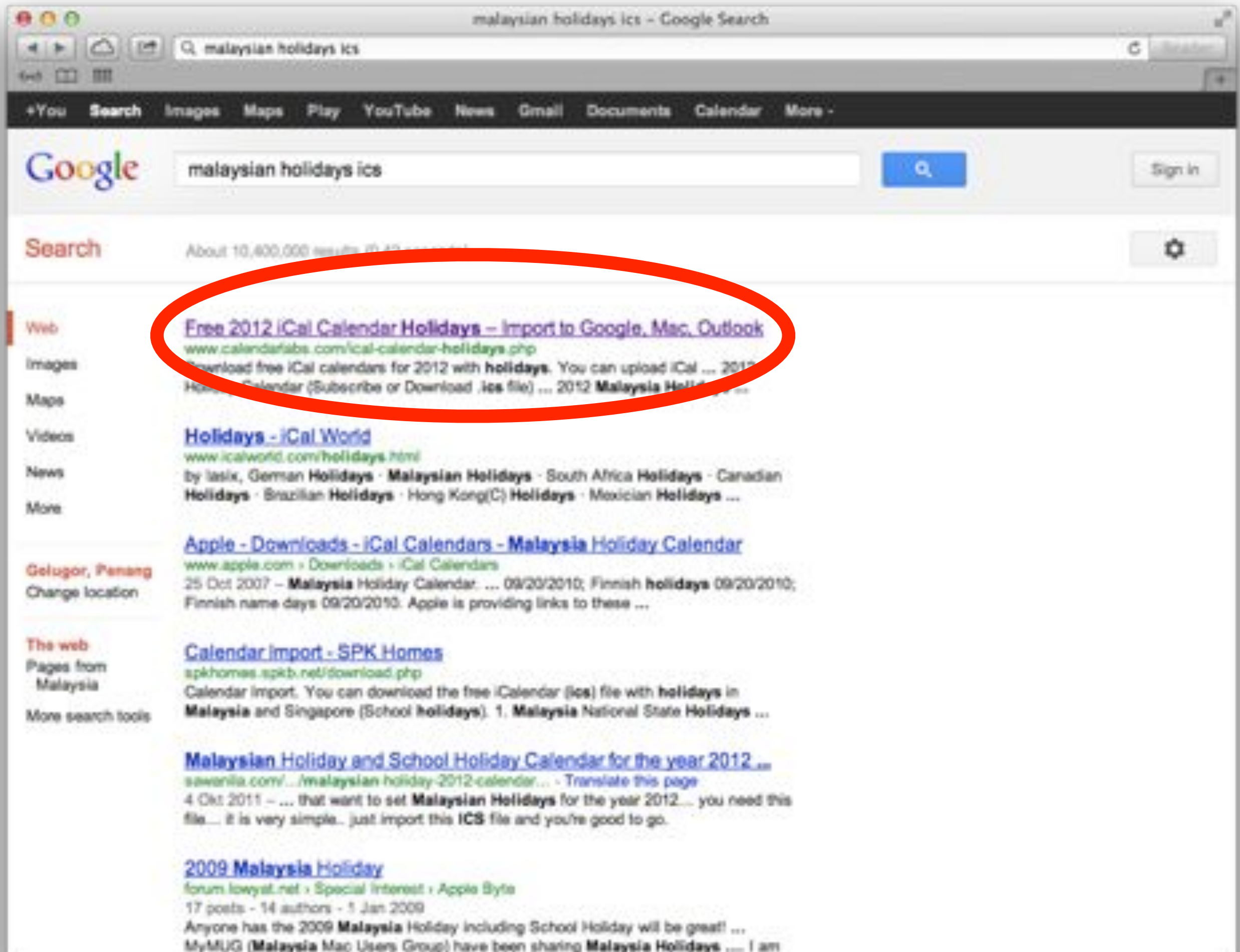
We're going to add a calendar showing Malaysia holidays to the Calendar application. Launch Safari.



The main Safari window appears.



Type in 'malaysia holidays ics' into the search/url field.



Click the first link.

Free 2012 iCal Calendar Holidays - Import to Google, Mac, Outlook

www.calendarlabs.com/ical-calendar-holidays.php

AdChoices

Calendar App For Business
Use Google Apps to Share Calendars, Creating Web Events & Much More.
www.google.com/apps

Hong Kong Holidays
Up to 75% off Hong Kong Hotels. Read Reviews. Book & Get Cash Back!
www.agoda.com/hong_kong

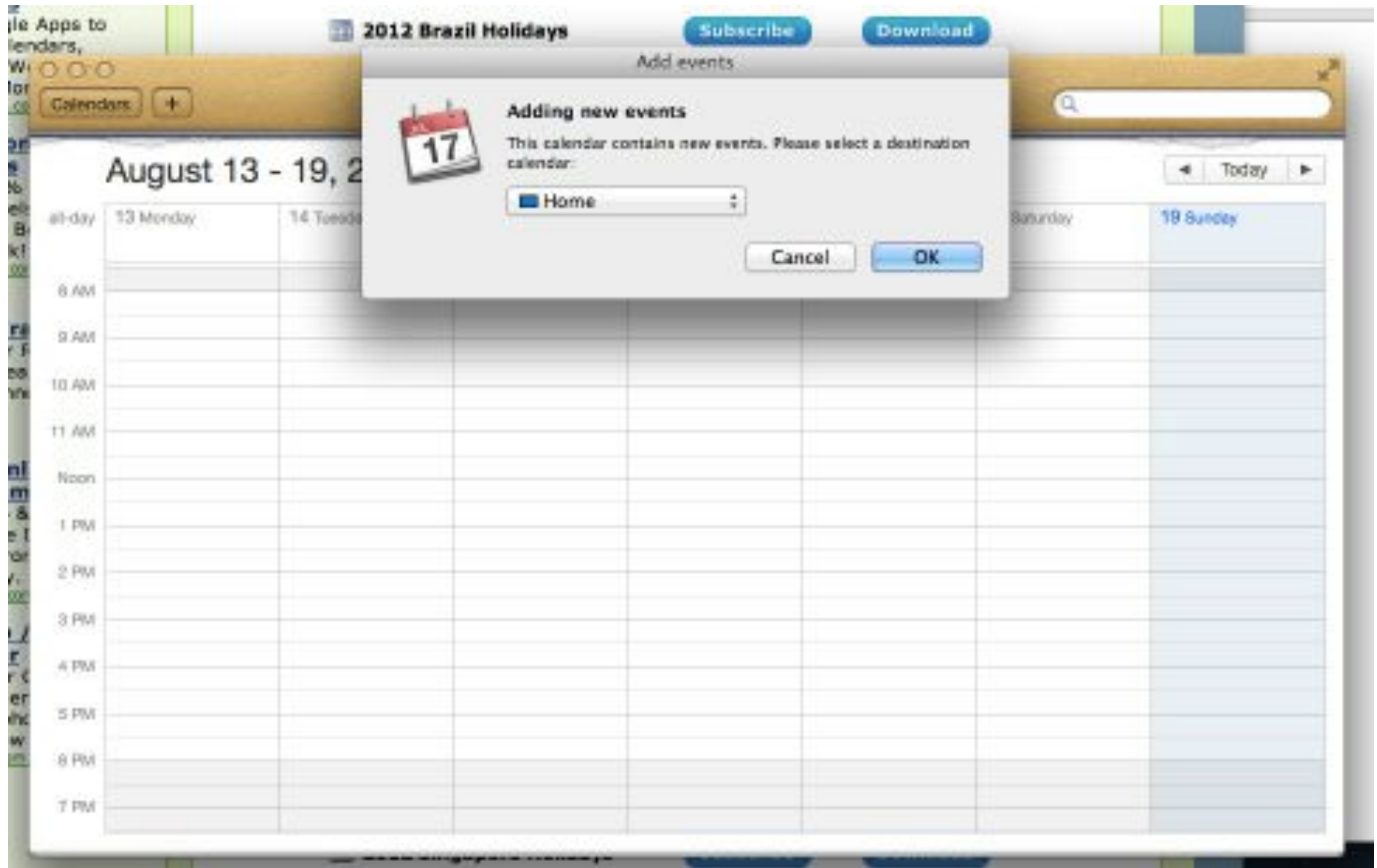
Tioman Family Travel Deals
3D 2N for RM 350. Buffet breakfast, lunch, dinner and boat transfer
www.agoda.com/tioman

Maxis Unlimited Dataroam
Surf Web & Email in Singapore Dataroam Passes From RM33/day.
www.maxis.com.my/Data-R

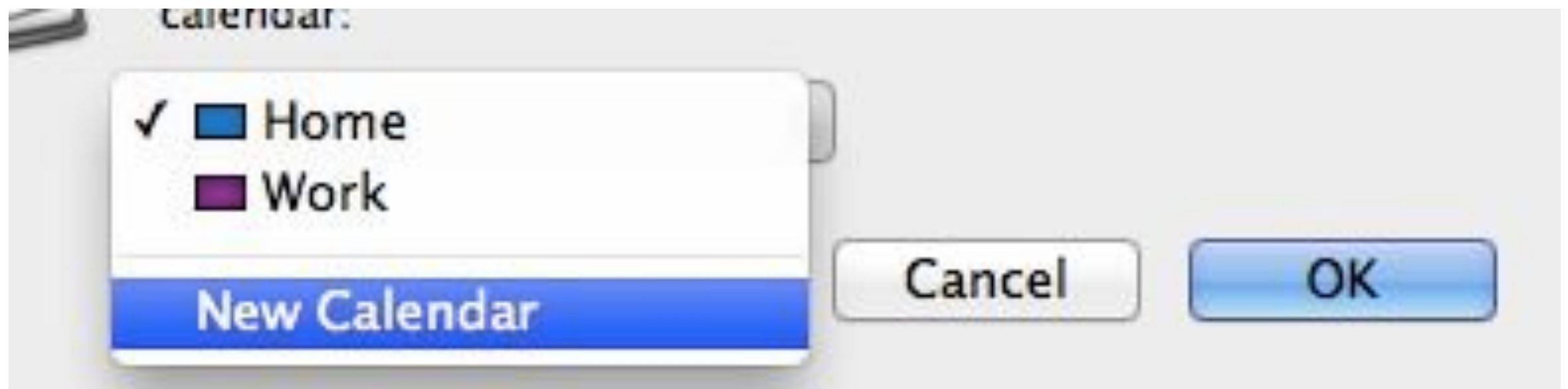
Desktop / Table Calendar
Print Your Company Table Calendar, with product photo. Get Quote Now!
business.com.my/product

2012 Australia Holidays	Subscribe	Download
2012 Brazil Holidays	Subscribe	Download
2012 Canada Holidays	Subscribe	Download
2012 China Holidays	Subscribe	Download
2012 France Holidays	Subscribe	Download
2012 Germany Holidays	Subscribe	Download
2012 Hong Kong Holidays	Subscribe	Download
2012 India Holidays	Subscribe	Download
2012 Indonesia Holidays	Subscribe	Download
2012 Italy Holidays	Subscribe	Download
2012 Japan Holidays	Subscribe	Download
2012 Malaysia Holidays	Subscribe	Download
2012 Mexico Holidays	Subscribe	Download
2012 New Zealand Holidays	Subscribe	Download
2012 Philippines Holidays	Subscribe	Download
2012 Romania Holidays	Subscribe	Download
2012 Singapore Holidays	Subscribe	Download
2012 South Africa Holidays	Subscribe	Download

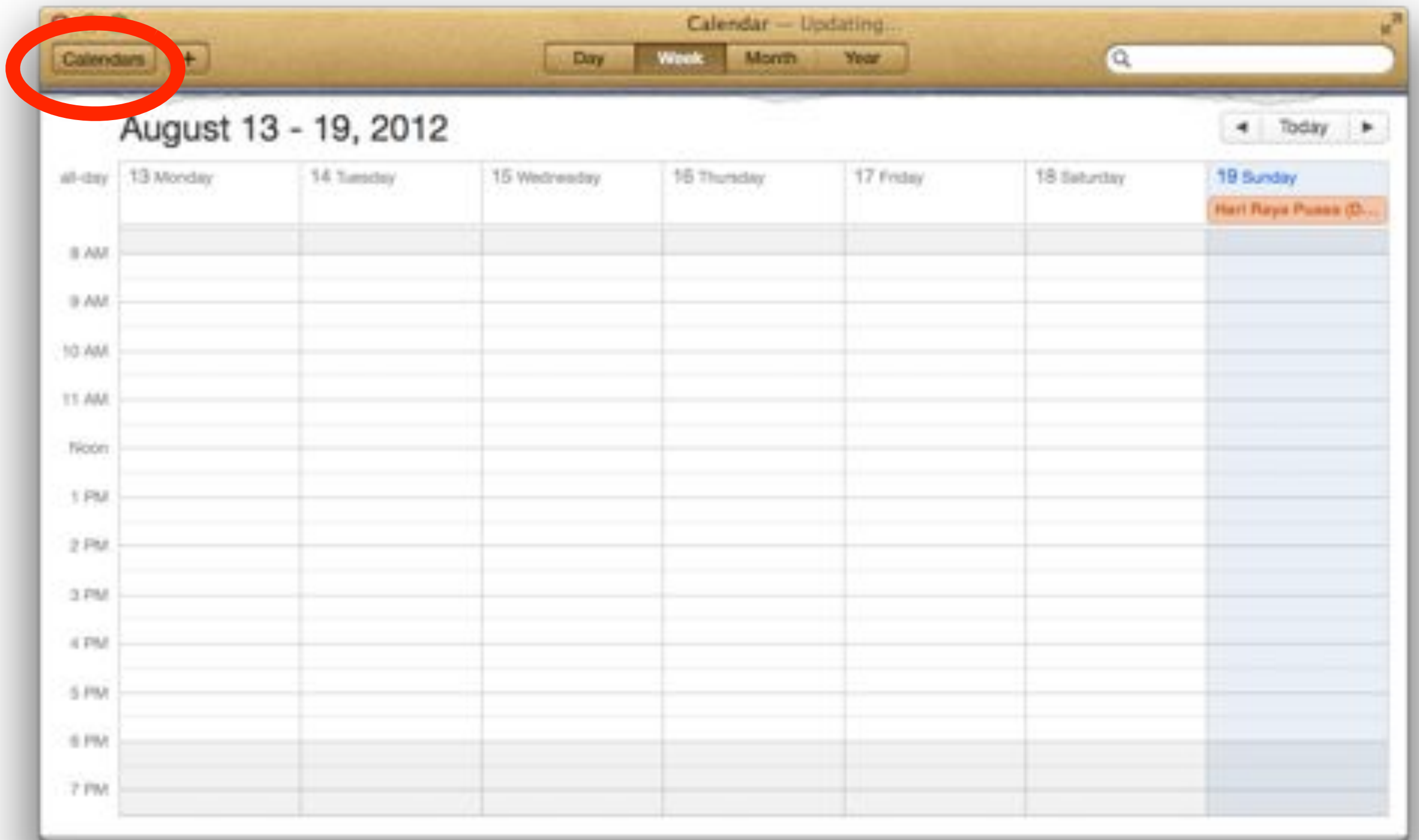
Scroll down until you find 2012 Malaysia Holidays and click Download.



The .ics file will download and install itself into Calendar. Calendar will launch.



Choose New Calendar from the pop-up menu and click OK.



The Malaysia holidays will be displayed. Click Calendars on the top left.

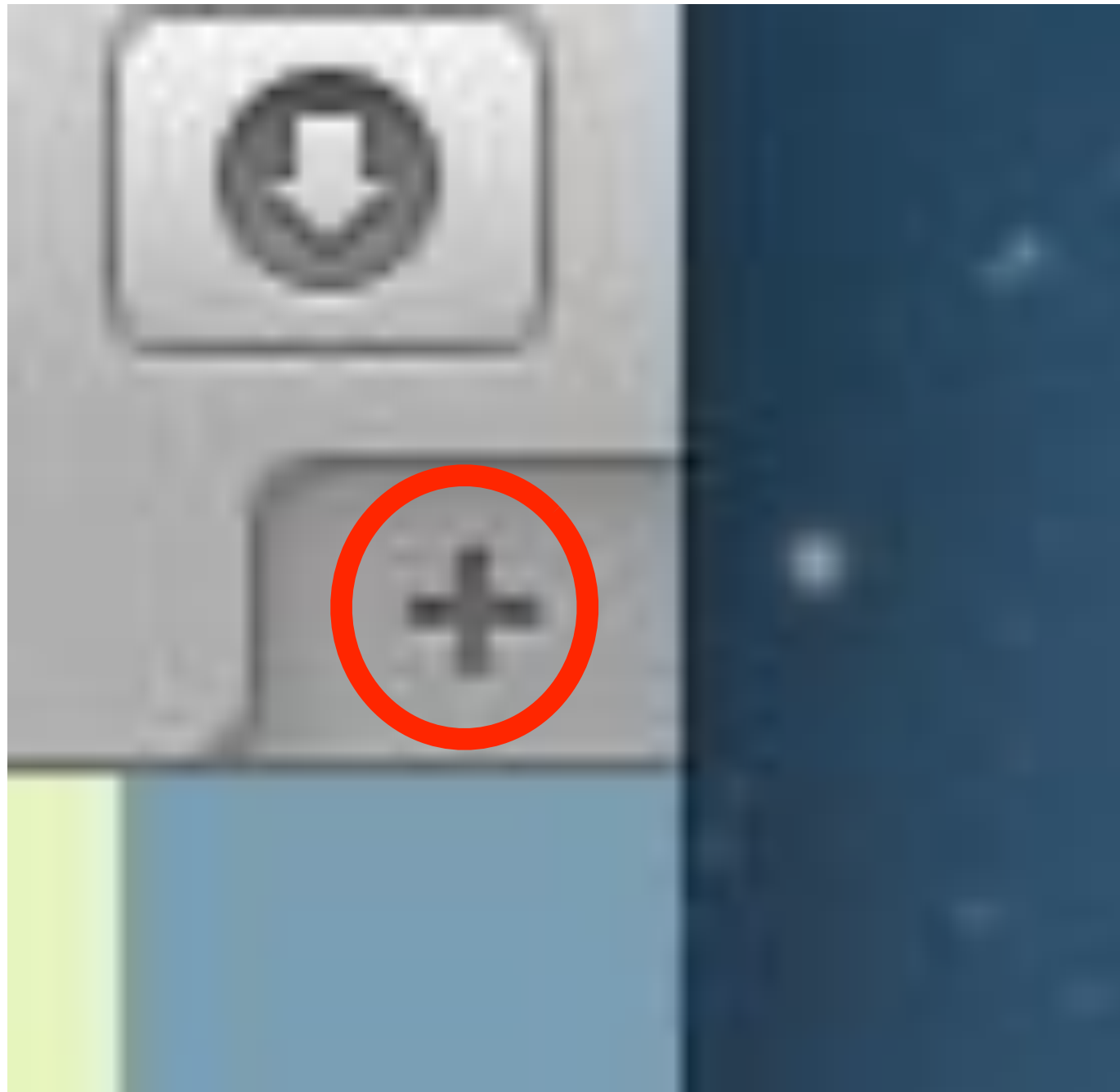


This shows all your calendars and allows you to toggle them on and off as required. Click Month to view your calendars by month.

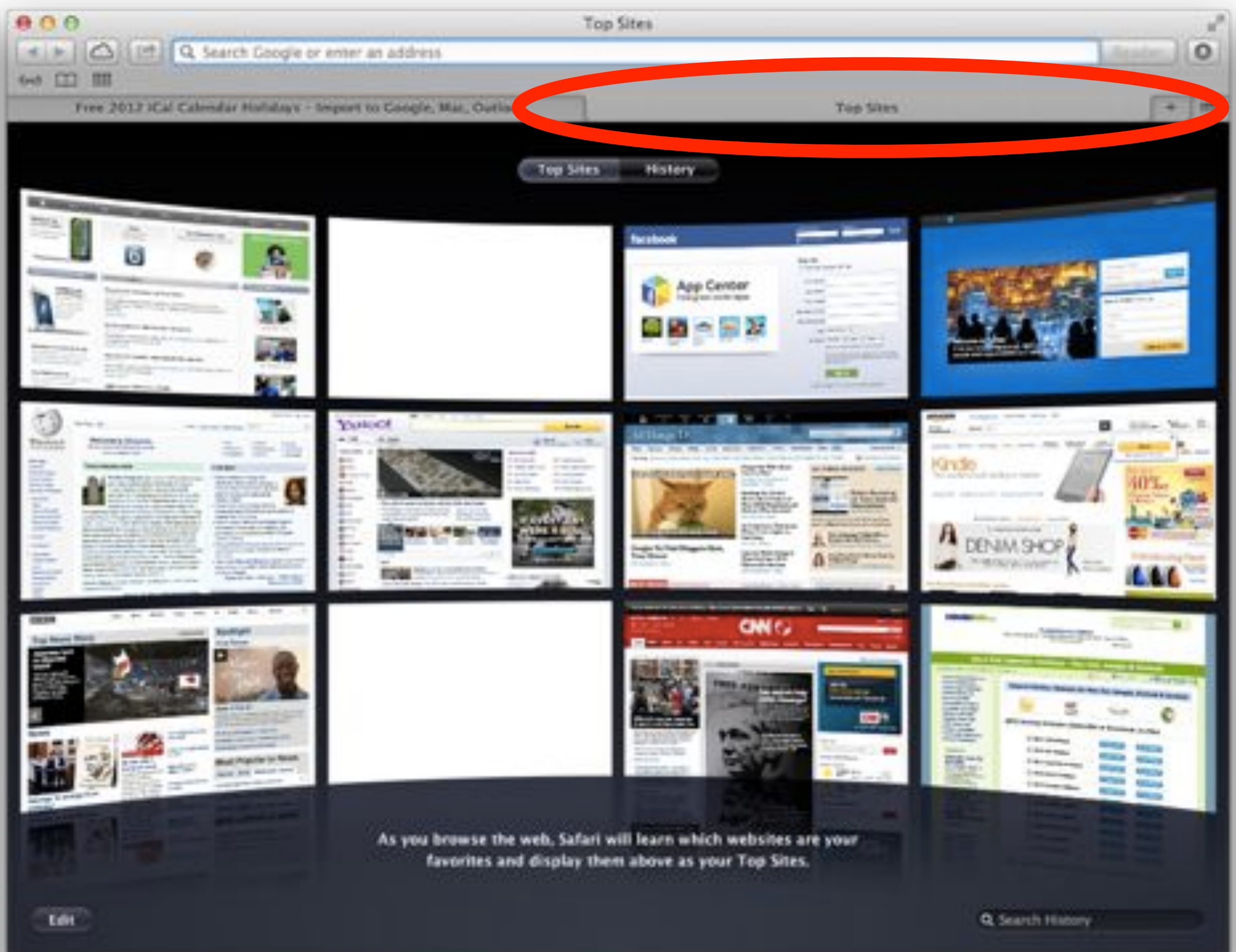


Quit Calendar.

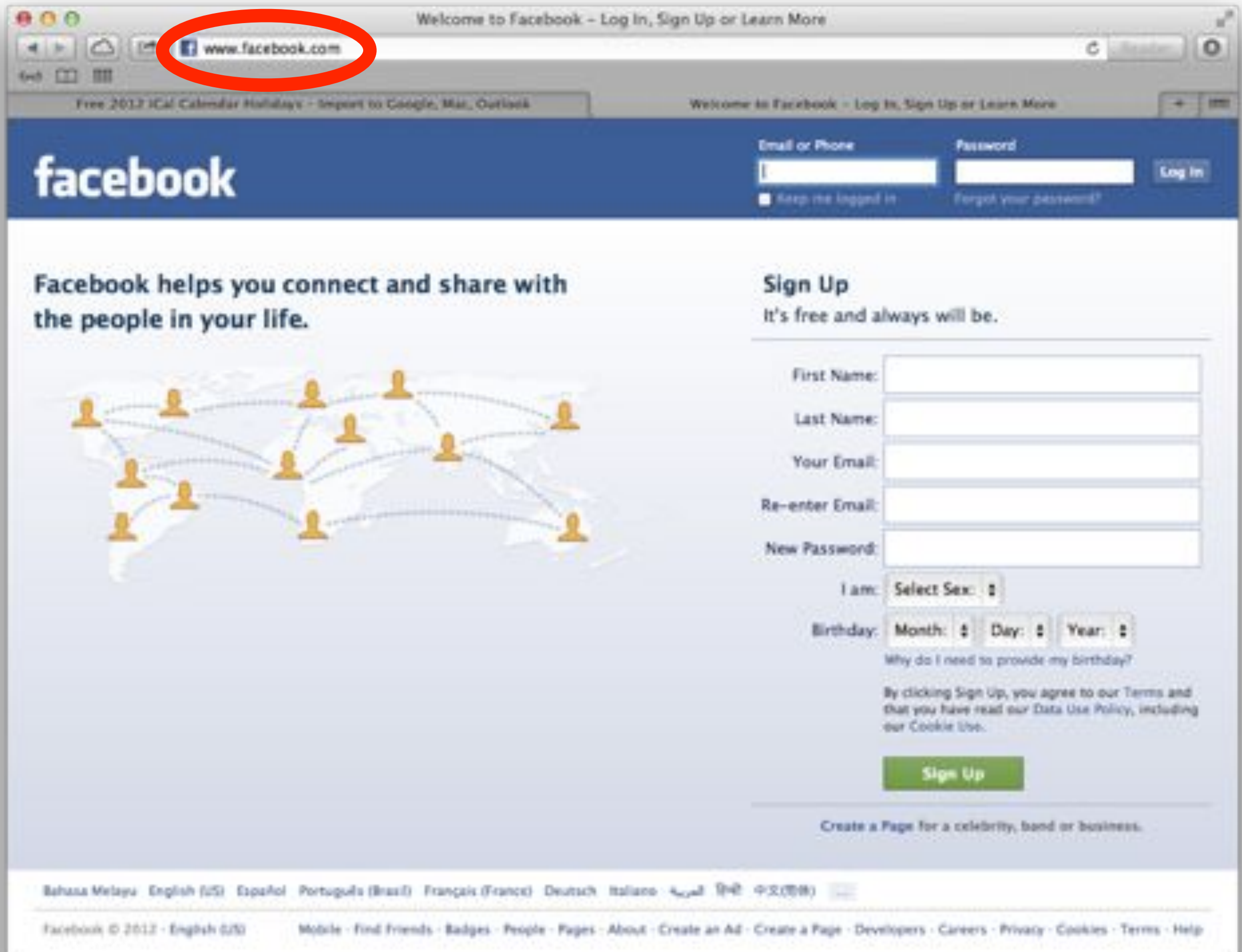
2.7 Safari



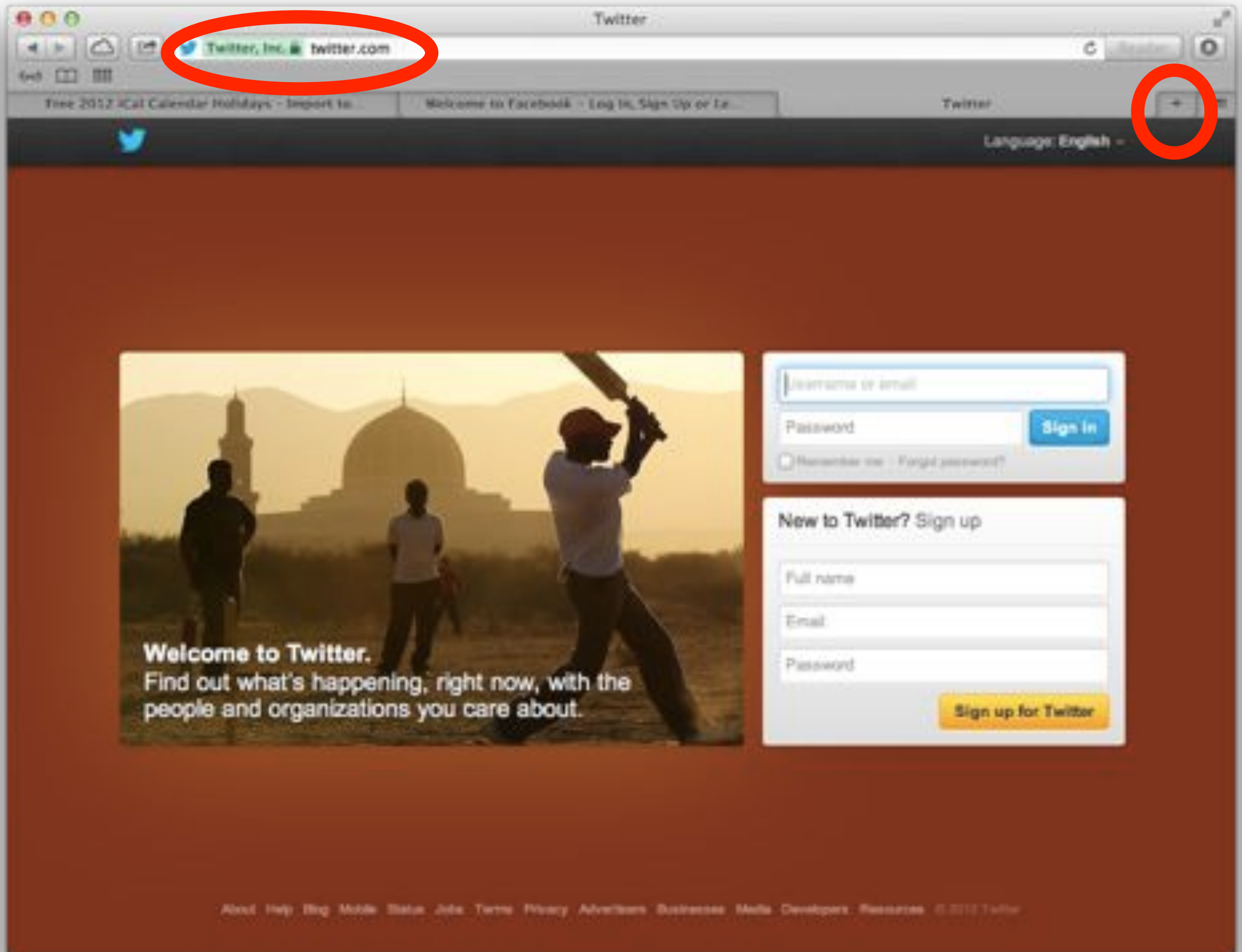
The Safari window should still be open. Click on the + button just under the Downloads button on the right side of the Safari window.



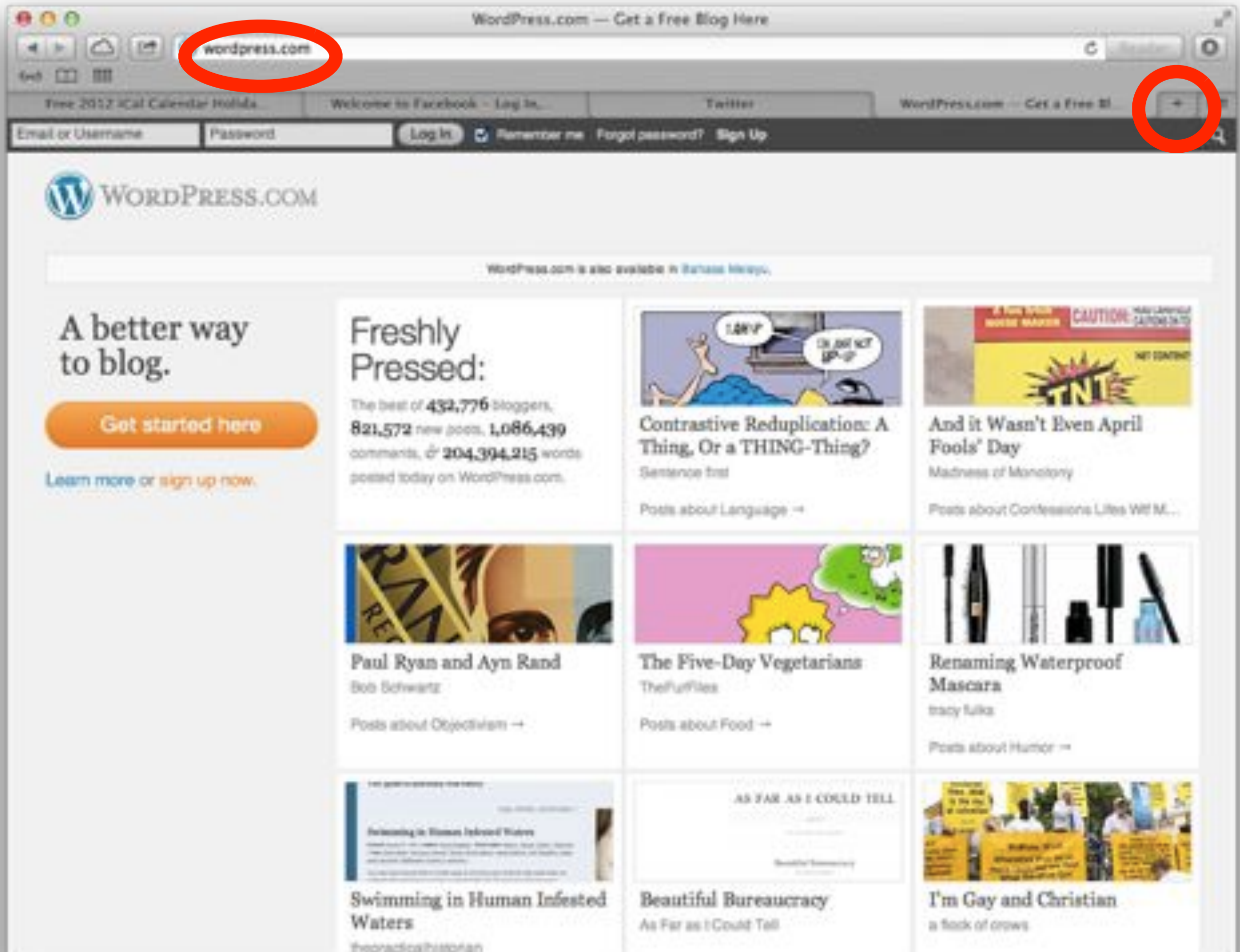
A new tab is created. This allows you to view the content of a second browser window without having to close the first browser window.



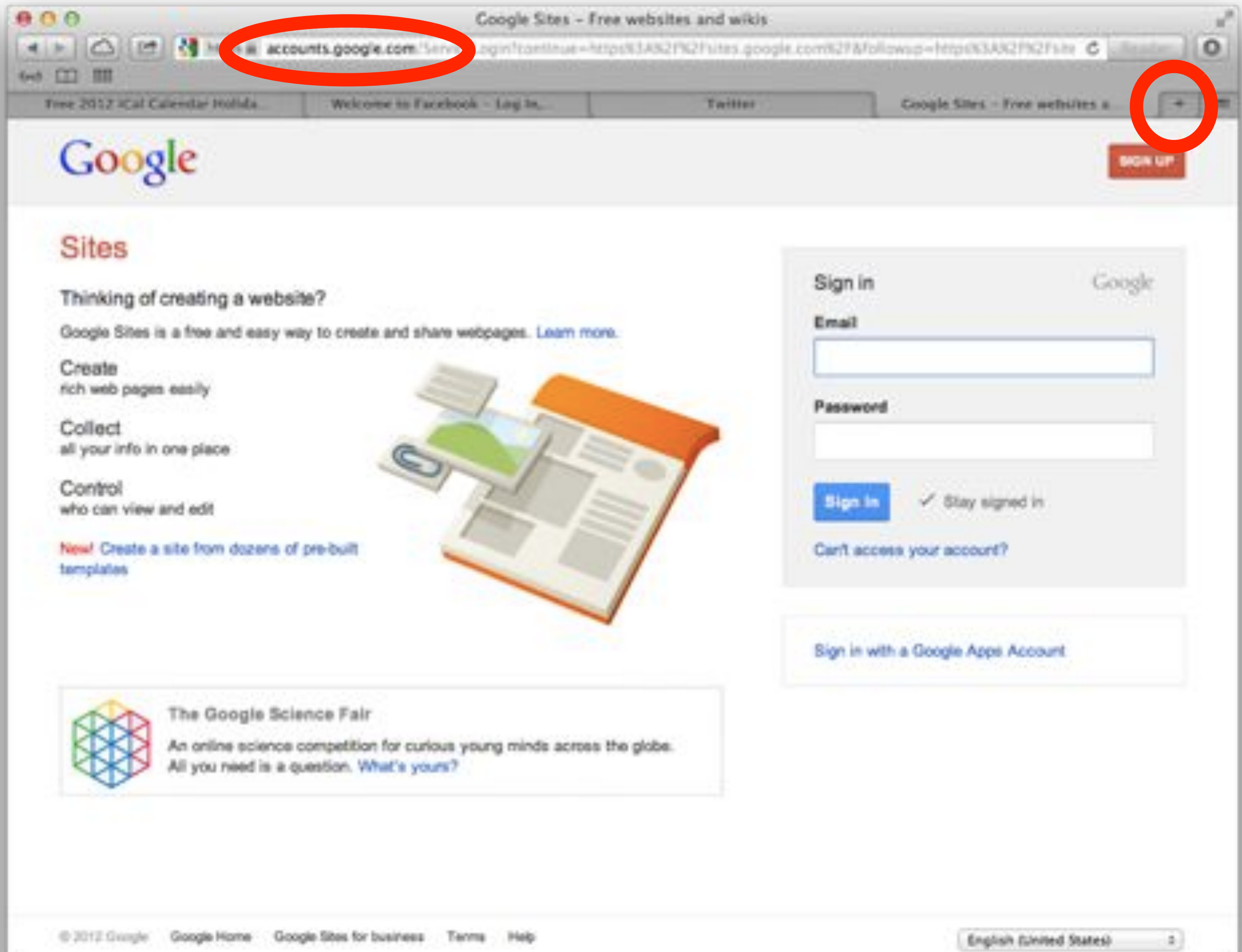
Type the FaceBook URL (<http://www.facebook.com>) into the Search/URL field. If you have a FaceBook account, you can enter your username and password and click Log In.



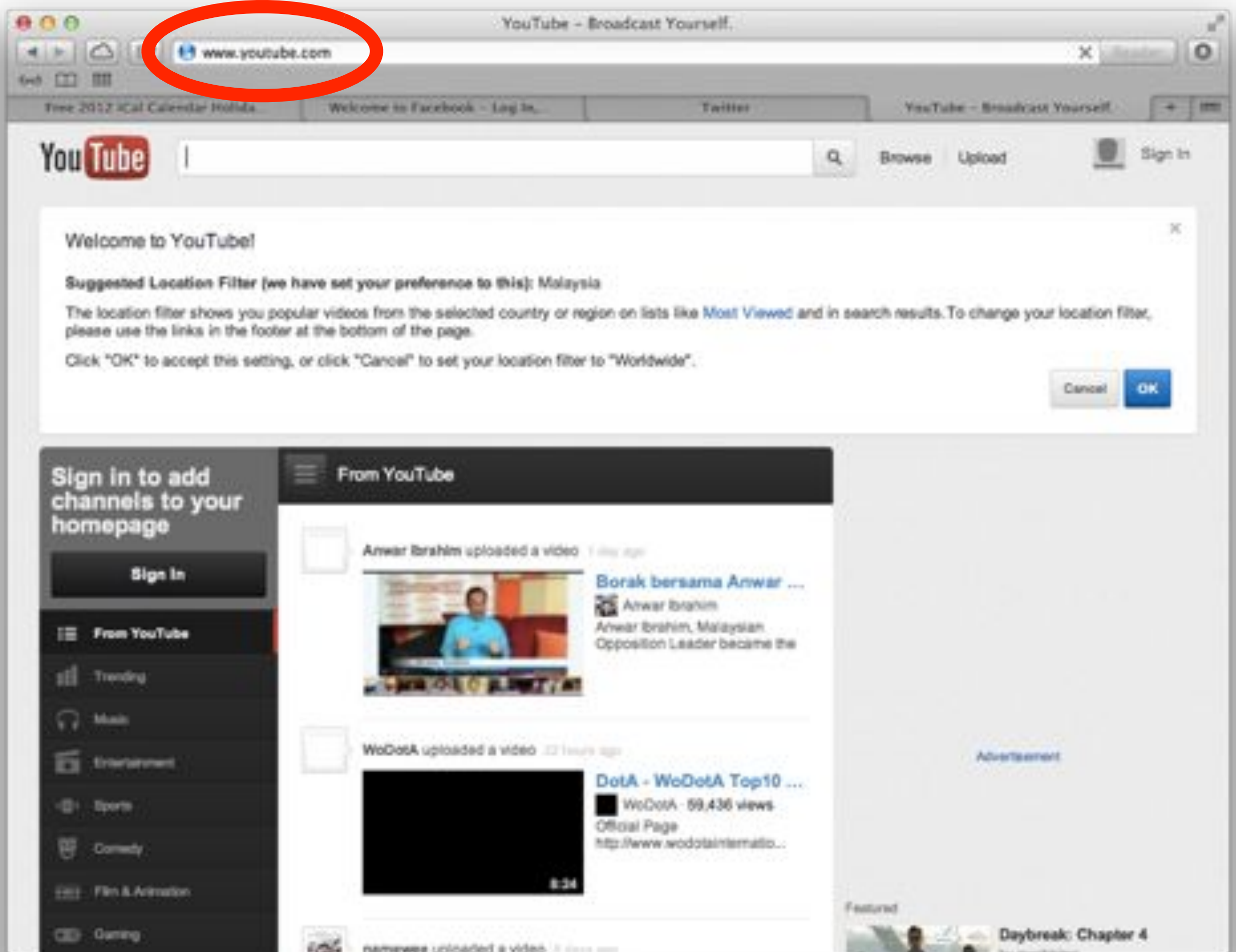
Create a new tab and type in Twitter's URL (<http://twitter.com>). Twitter allows you to publish short messages (less than 140 characters). You can create a free account if you wish.



Create a new tab and type in Wordpress's URL (<http://www.wordpress.com>). Wordpress allows you to publish a blog online.. You can create a free account if you wish.



Create a new tab and type in Google Sites's URL (<http://sites.google.com>). Google Sites allows you to publish a free website. You can create a free account if you wish, or use your existing Google account.



Create a new tab and type in Youtube's URL (<http://www.youtube.com>). Youtube allows you to watch and share videos. You can create a free account if you wish, or use your existing Google account.



To view iCloud information in your web browser, go to <http://www.icloud.com>. Click Sign In.



Sign in using your AppleID.



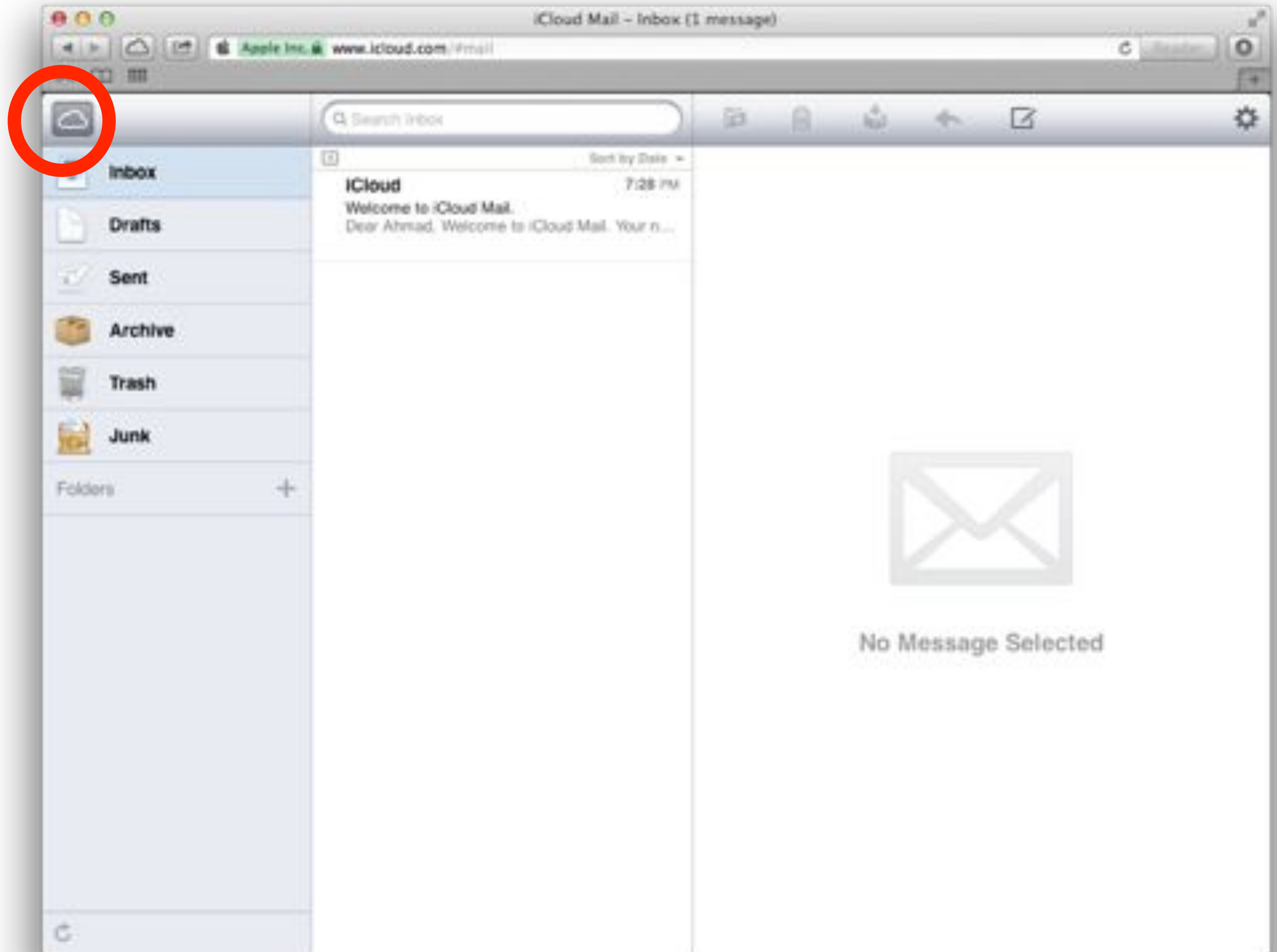
Click the Time Zone.



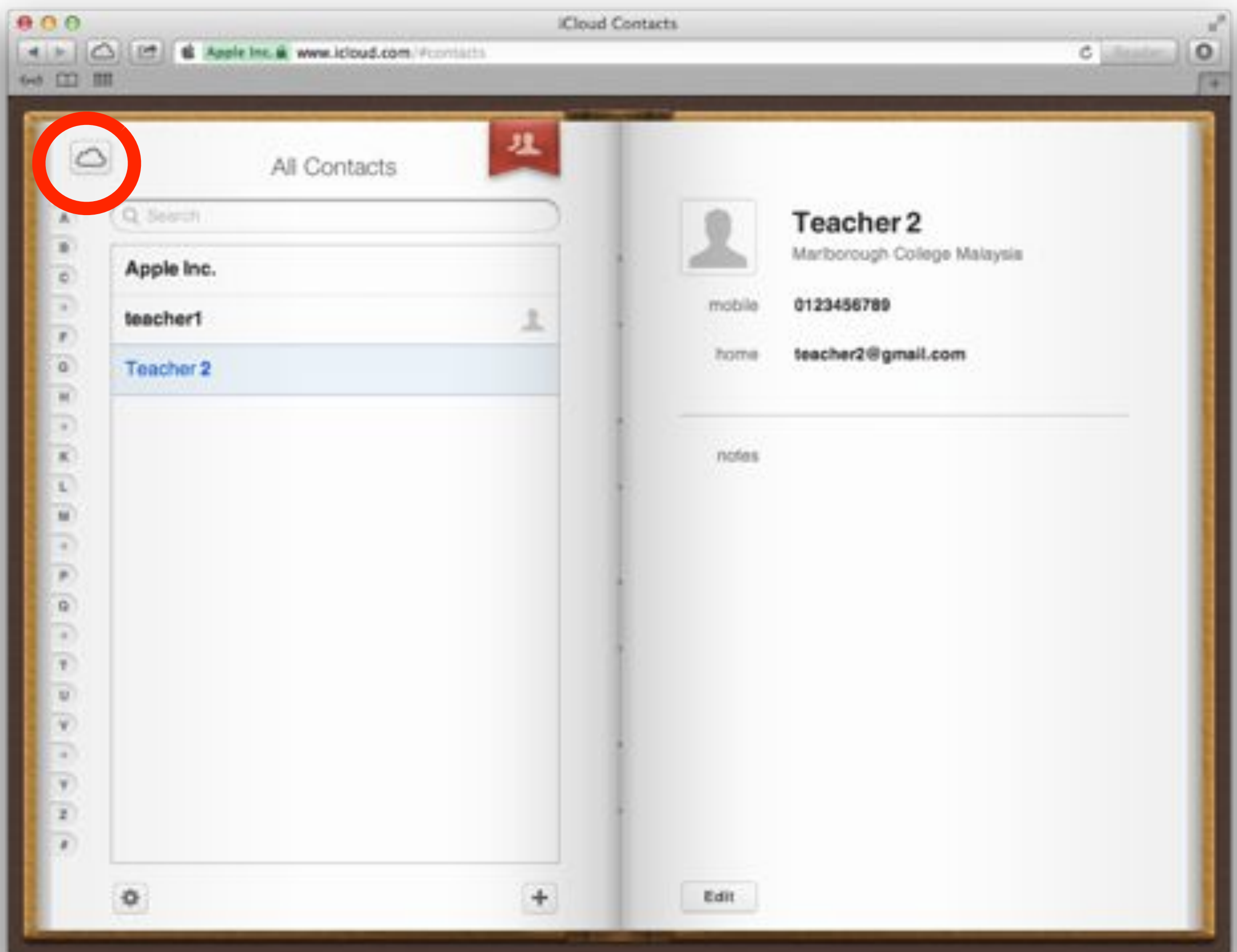
Change the Time Zone to Malaysia and click Done.



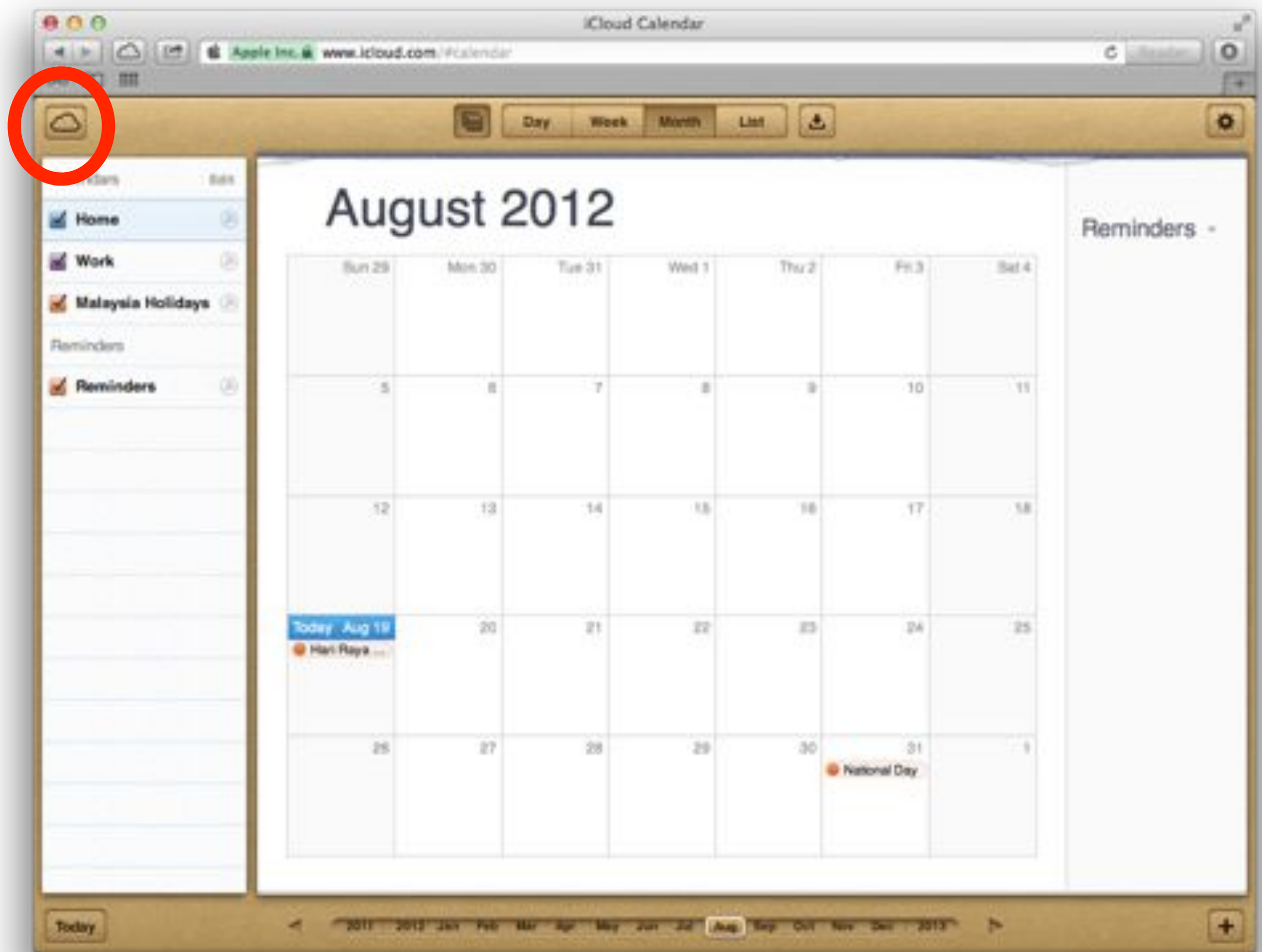
Click on Mail.



Notice that the same information in your Mail application appears in webmail version of iCloud. Click the iCloud icon and click Contacts.



Notice that the addresses you put into Contacts are now in iCloud. Click on the Cloud icon and choose Calendar.



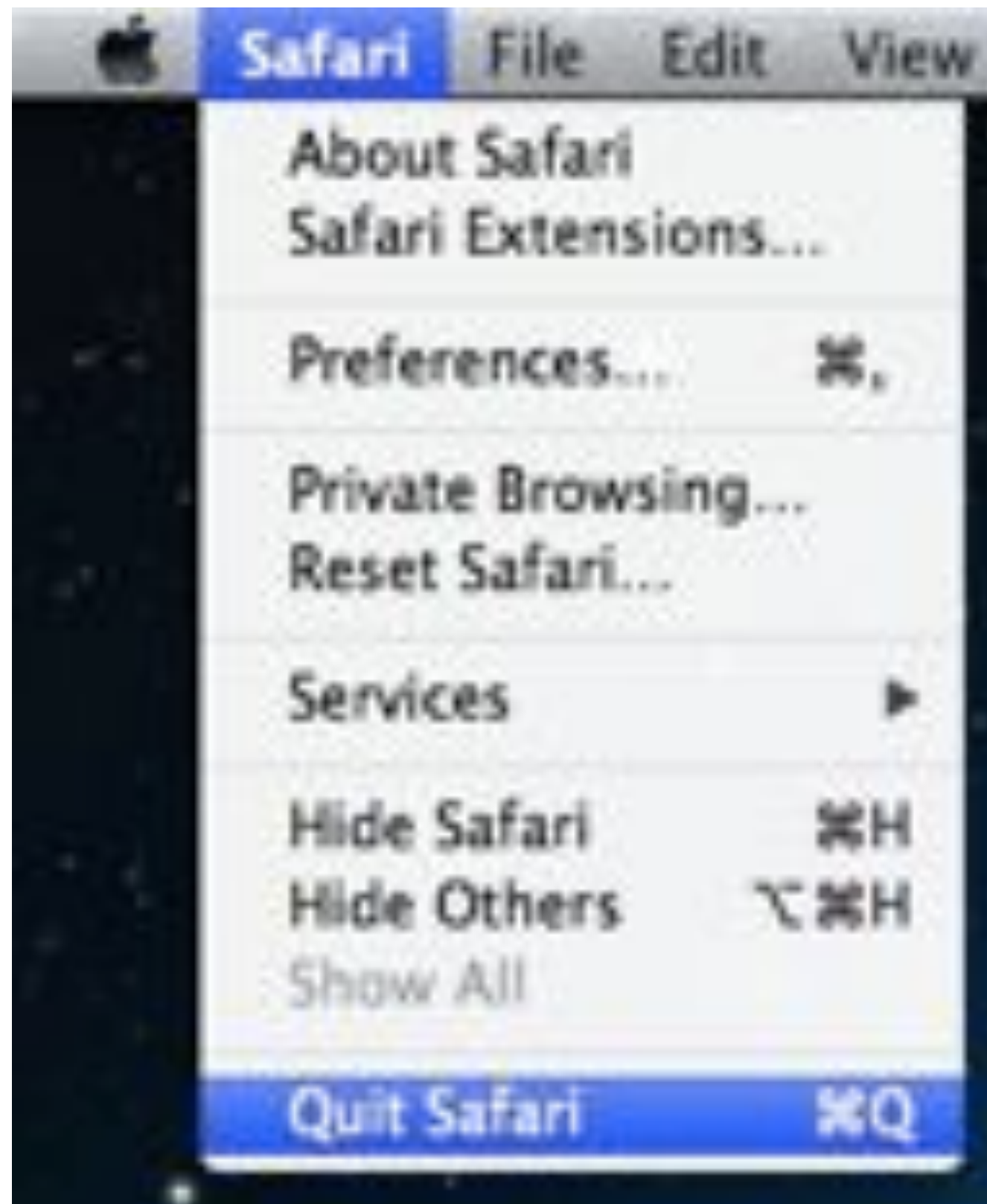
Notice the Calendar information is displayed. Click the iCloud icon.



Click Sign Out on the upper right of the screen.



The login screen for iCloud is displayed once more. Note that this allows you to check your Mail, Contacts and Calendar from any web browser.

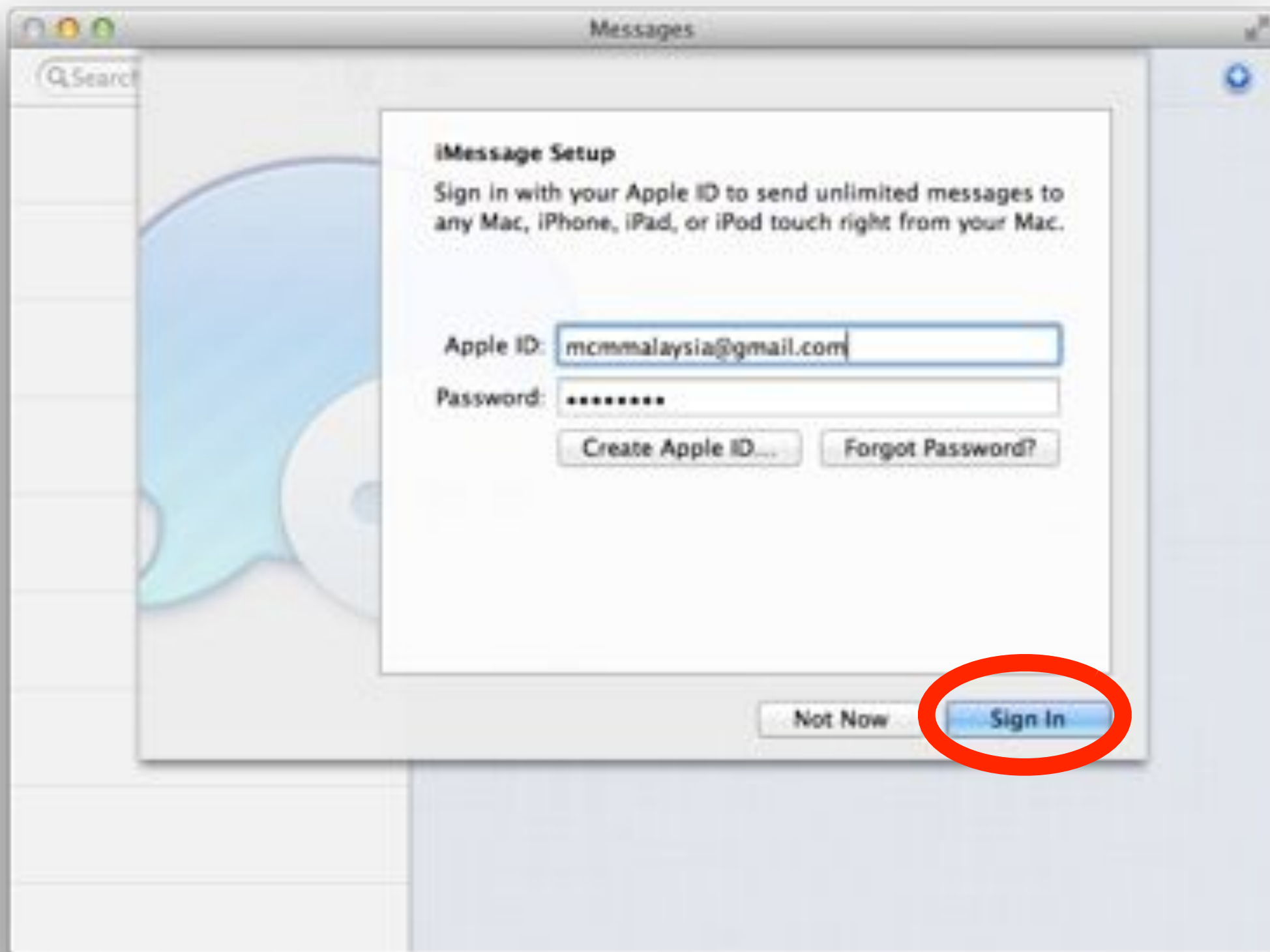


Quit Safari.

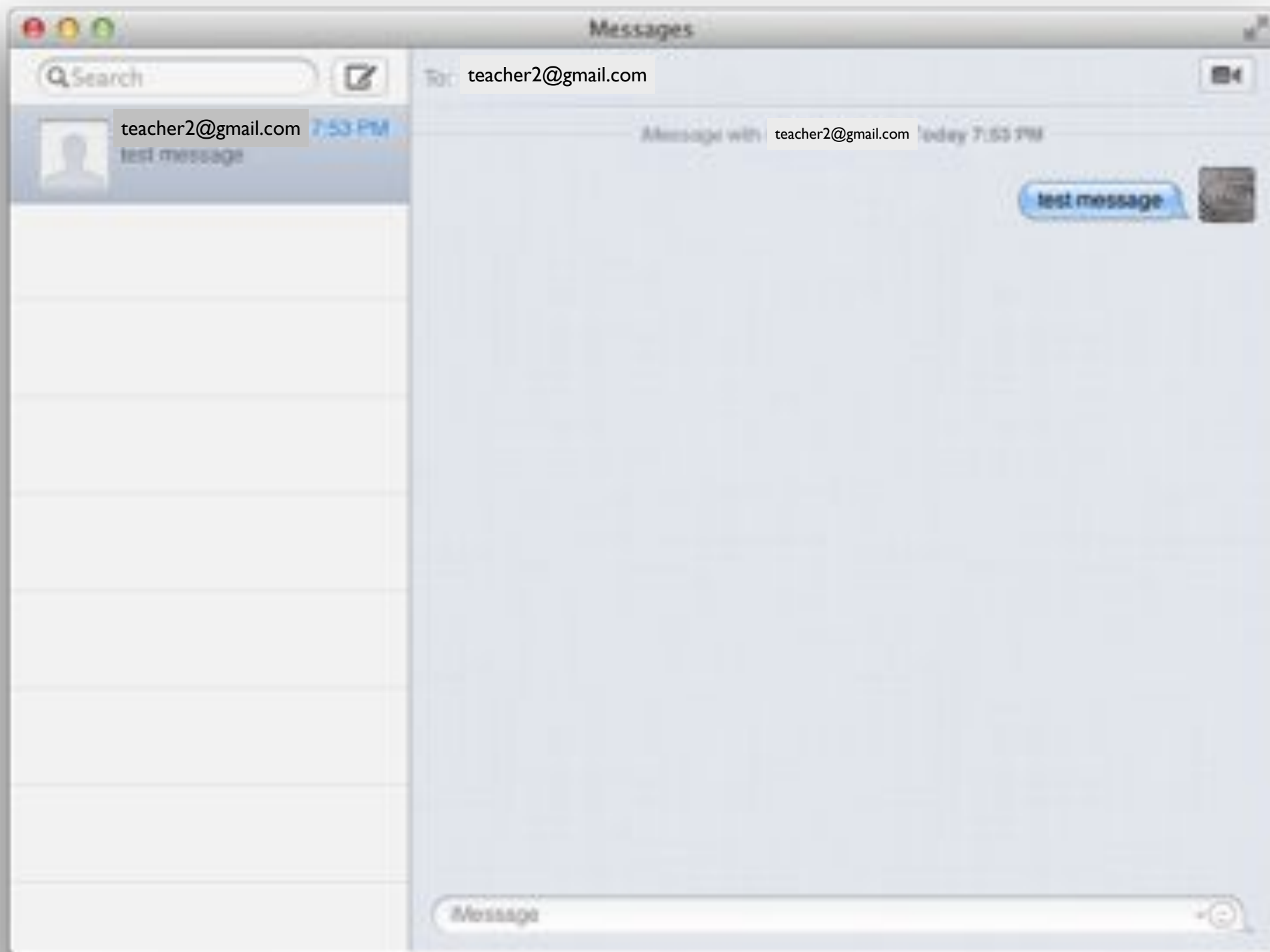
2.8 Messages



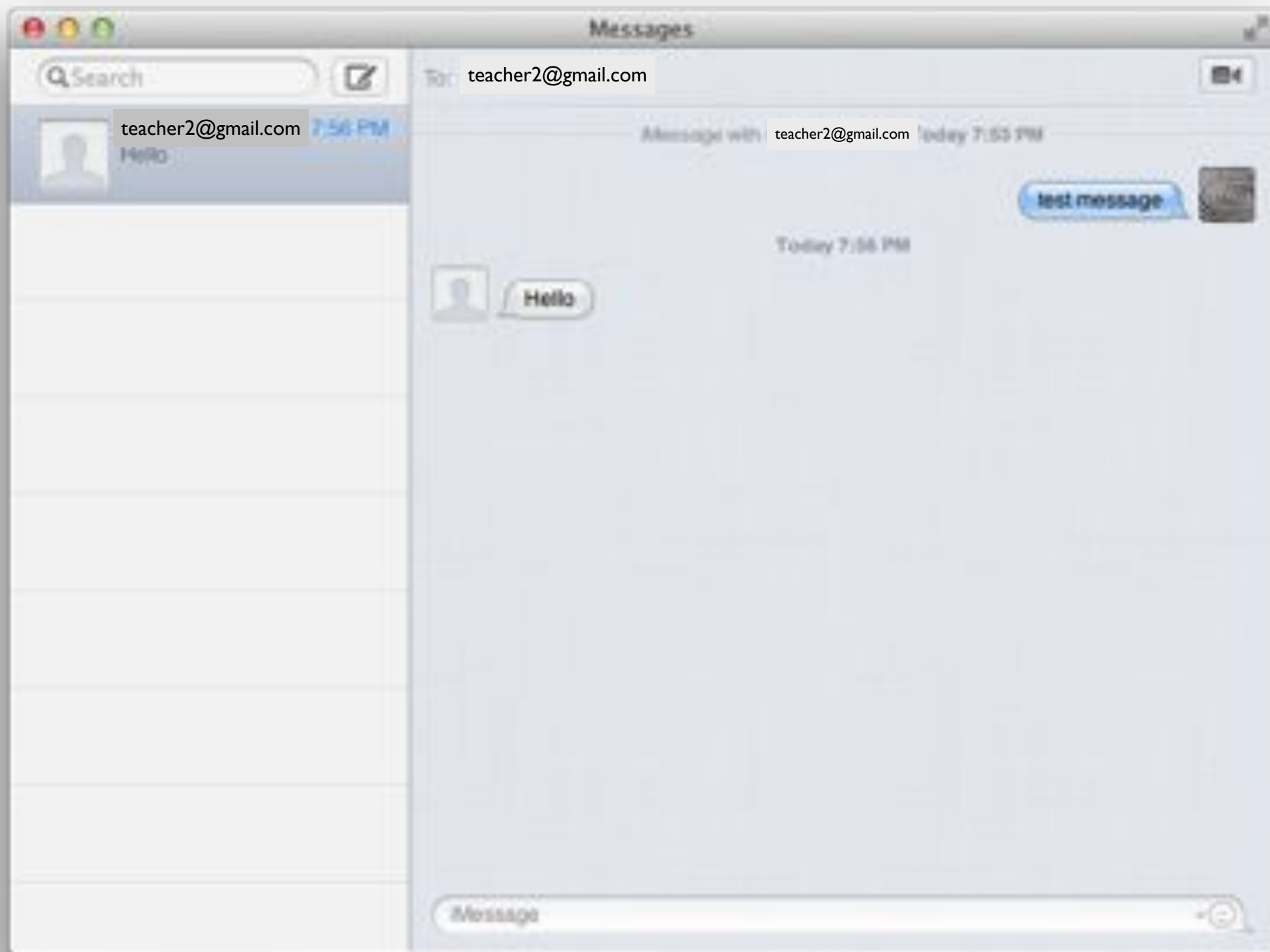
Click on the Messages icon in the Dock.



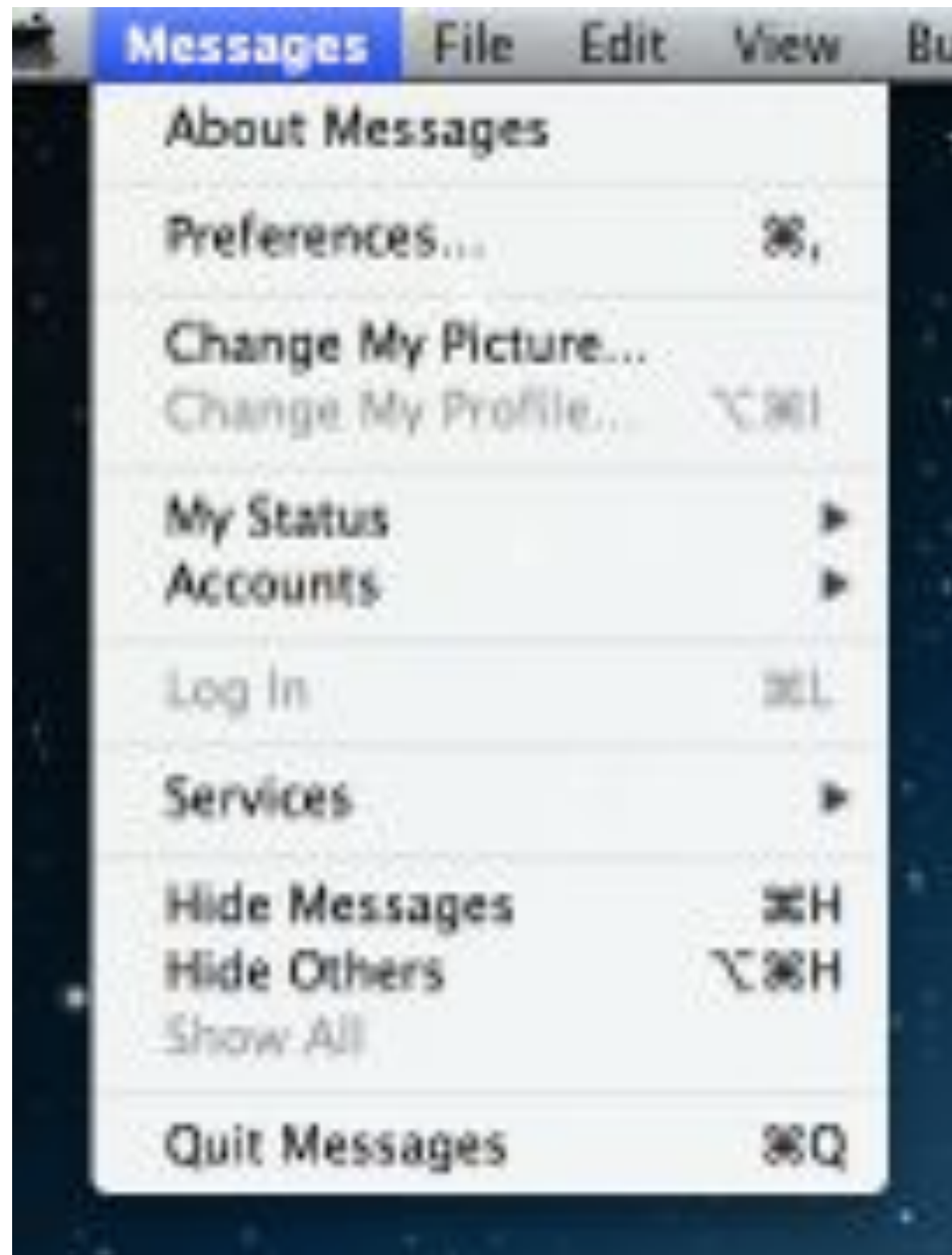
Enter your AppleID and password. Click Sign In.



Type in another teacher's AppleID in the To: field and type a message in the message area below. Press return to send the message.



You will see the other teacher's reply.

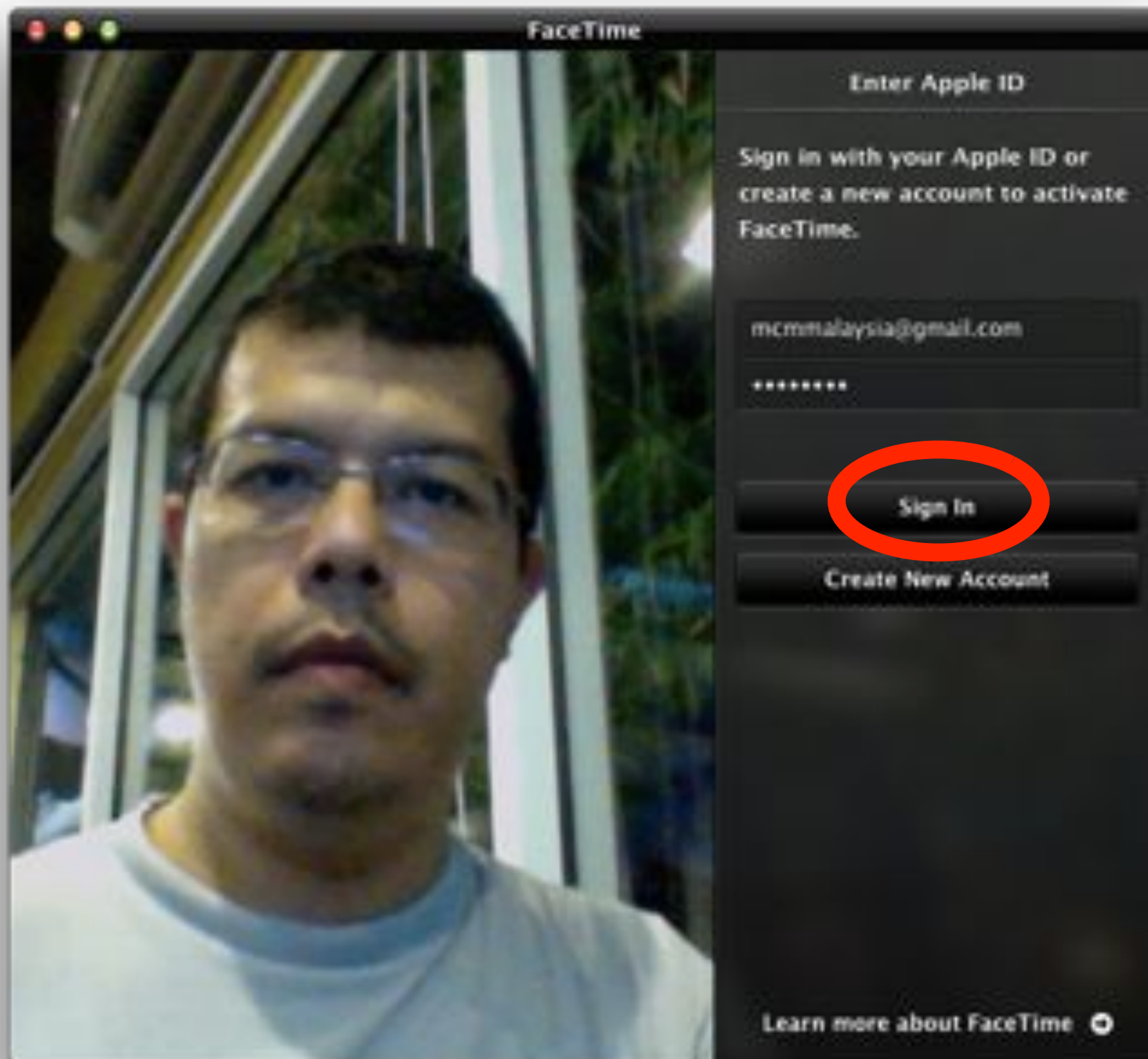


Quit Messages when done.

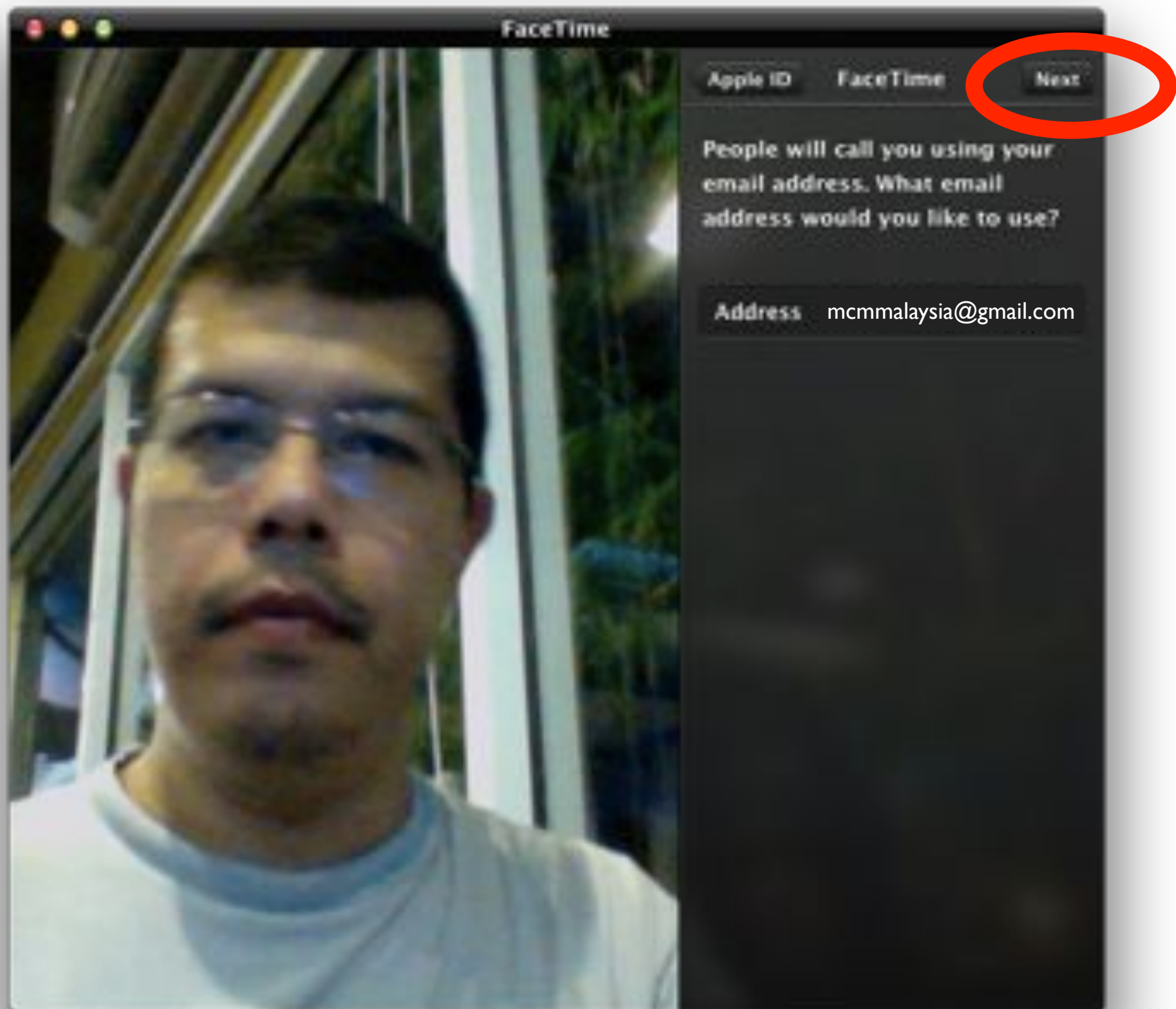
2.9 FaceTime



Click on the FaceTime icon in the dock.



Enter your AppleID and password and click Sign In.



Click Next.



To videoconference with another teacher, click on the teacher's name (teacher 2 in this instance.)



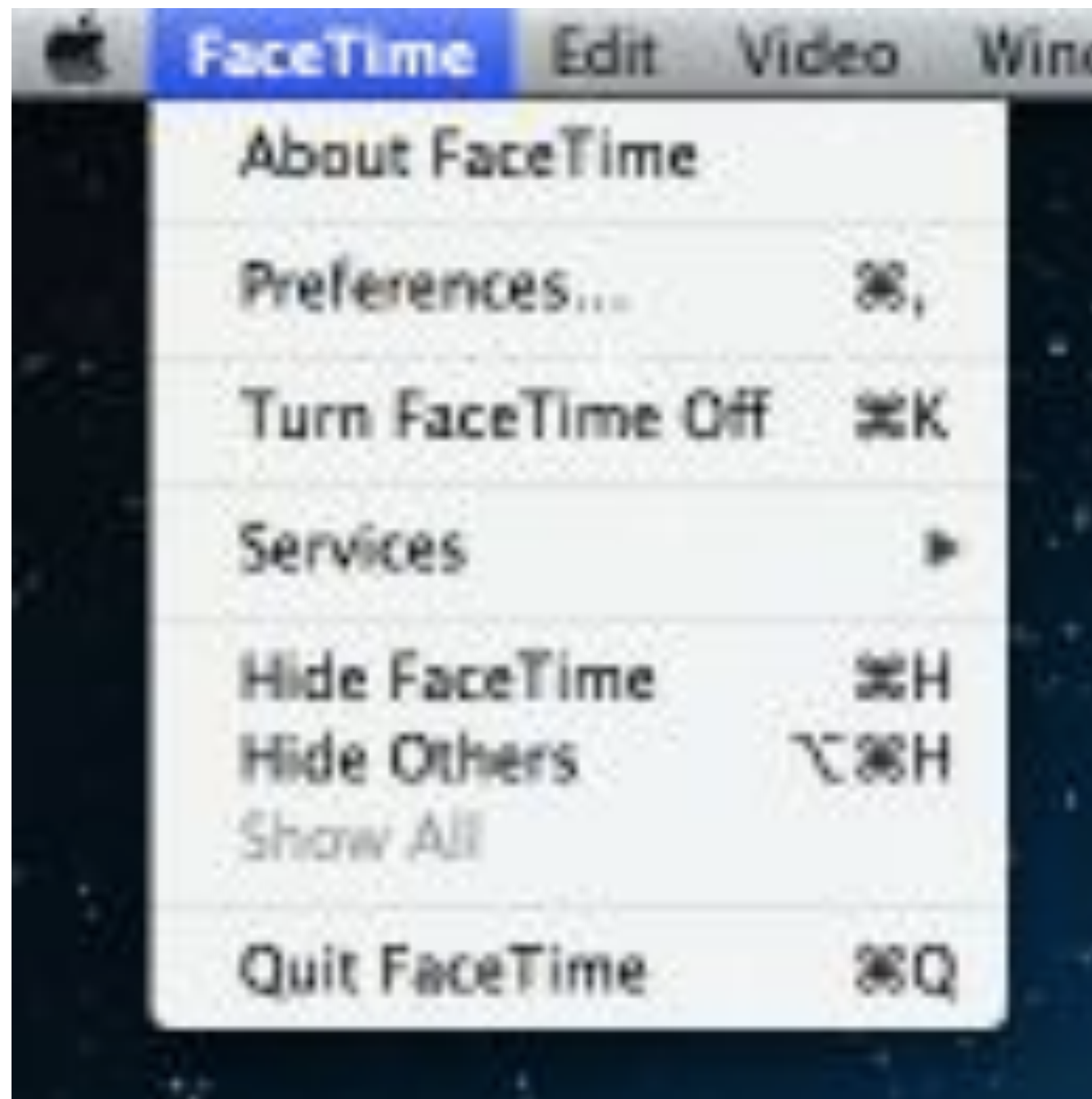
Click on the AppleID to initiate the videoconference.



Wait until the other teacher answers.



Here you can see the videoconference session has started. Move your cursor over the FaceTime window and click the End button to end the call.



Quit FaceTime.

2.10 Full-screen Apps



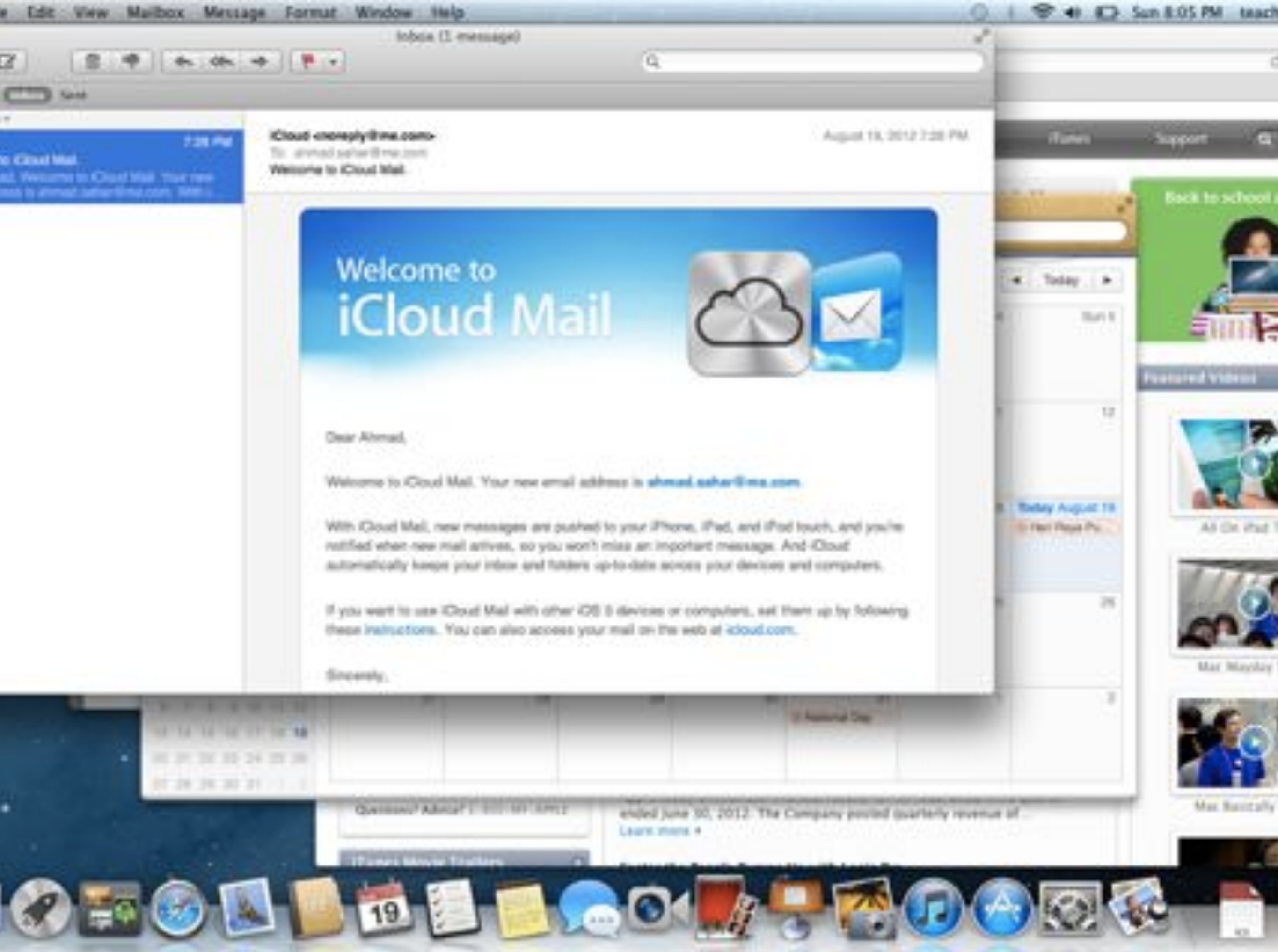
Launch Safari.



Launch Mail.



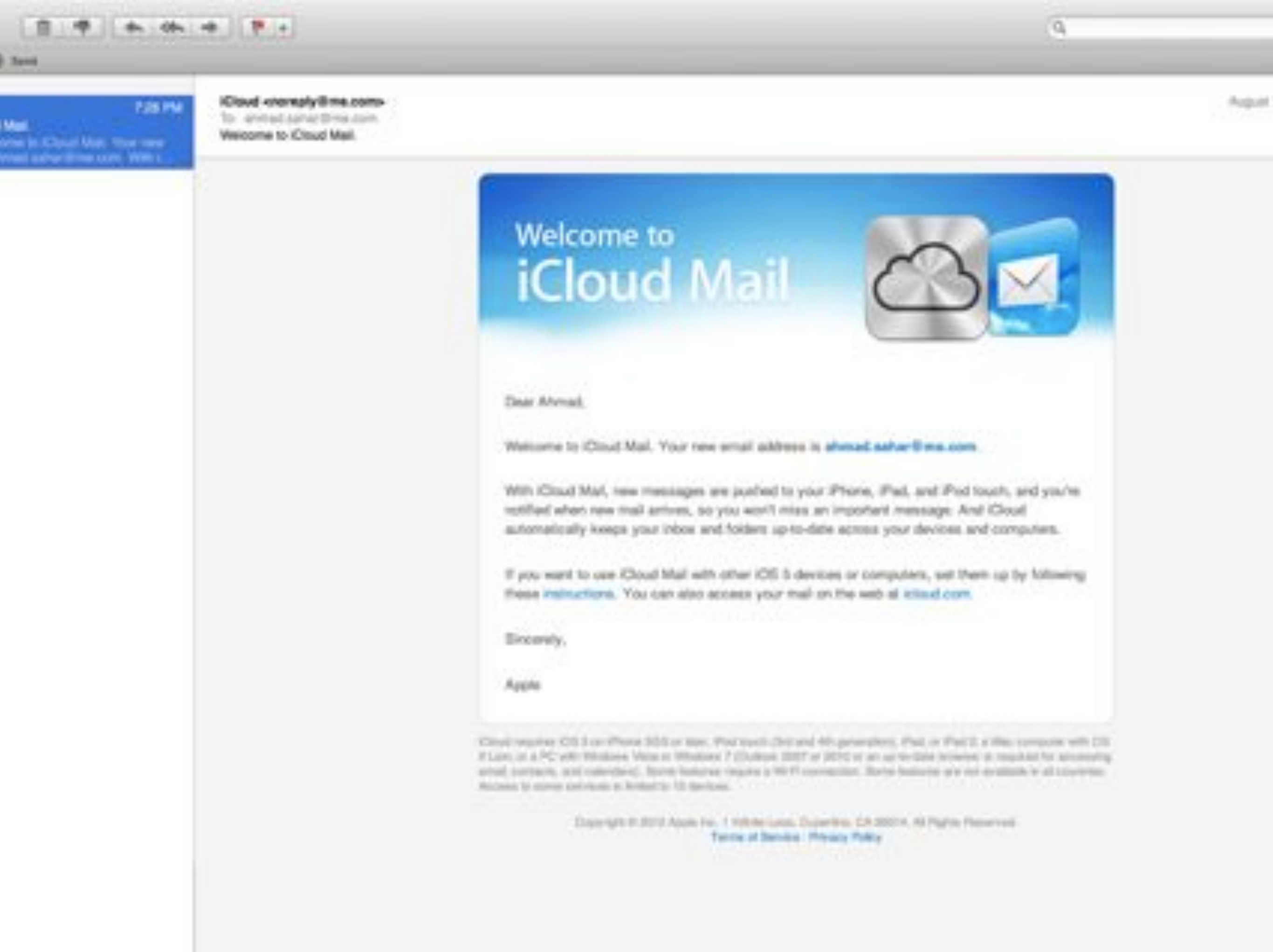
Launch Calendar.



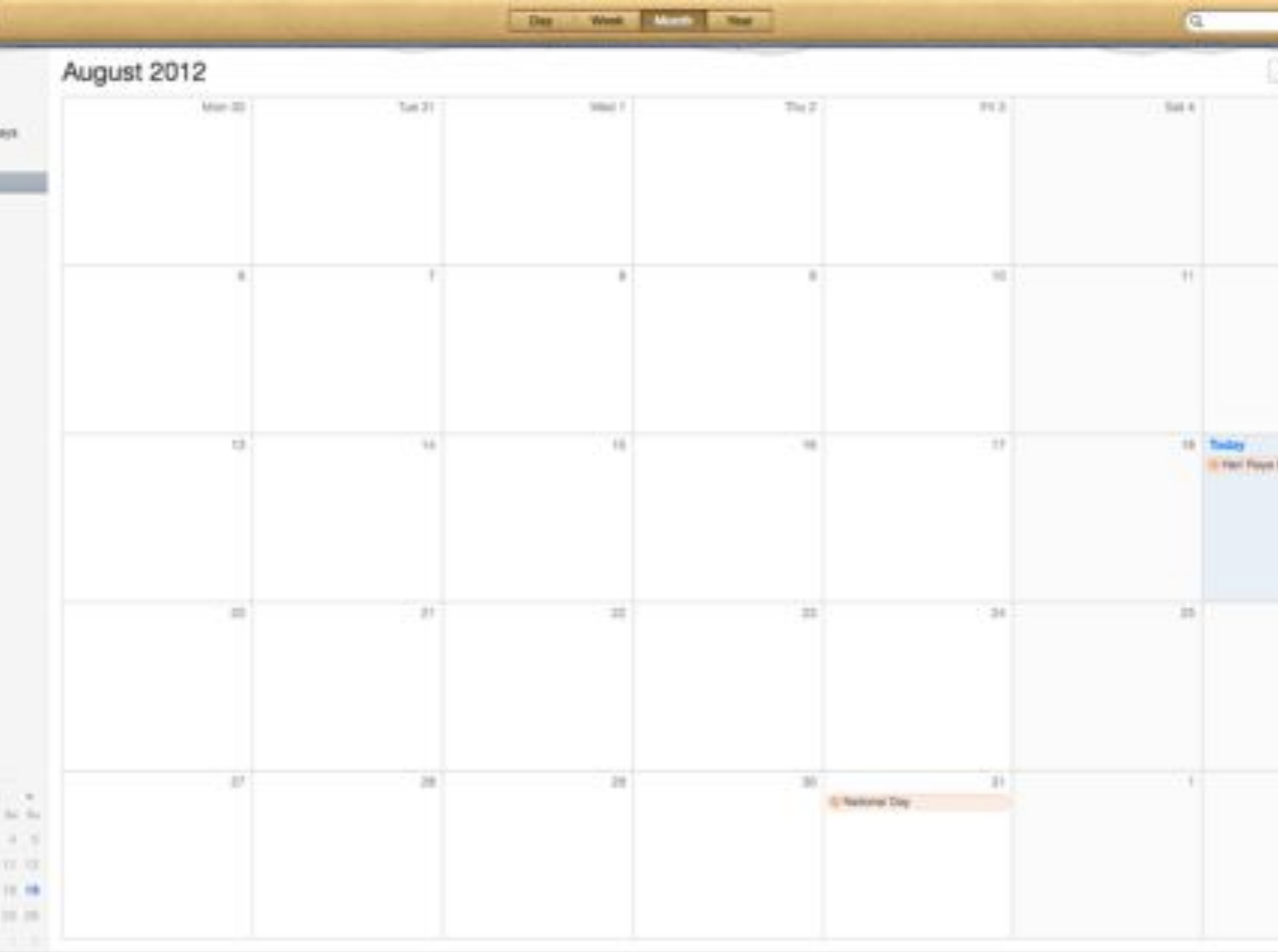
Note that there's not enough space to see all the applications on the screen. To resolve this, we can make each application appear on its own screen.




Click on the full-screen button on the top right corner of each window. Each application will then appear in its own screen.




Swipe with four fingers on the trackpad to switch between full-screen applications. Here's Mail in full screen.



Here's Calendar in full-screen.



[Store](#)
[Mac](#)
[iPod](#)
[iPhone](#)
[iPad](#)
[iTunes](#)
[Support](#)




MacBook Pro
with Retina display

It's a whole new vision for the notebook.


iOS 6
Coming this fall.
Get a preview.



OS X Mountain Lion
Now available on the Mac App Store.




Back to school starts now.



Shop the Apple Online Store

Free iPad engraving.
Buy a new iPad from the Apple Online Store and get free personal engraving. [Shop now >](#)



Configure your new MacBook Air.
Customize it with the options you want. Only at the Apple Online Store. [See now >](#)

Download the Apple Store app.
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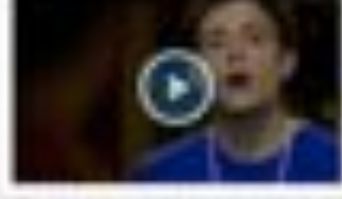
All On iPad TV Ad



Mac Mayday TV Ad




Mac Basically TV Ad



Mac Labor Day TV Ad

iTunes Movie Trailers



Here's Safari in full screen.



For any full-screen application, moving the cursor to the top of the screen makes the standard menus appear.

2.1 | Mission Control



Click the Mission Control icon on the Dock or swipe upwards with four fingers.



All currently running full screen applications will be displayed, along with the Desktop and Dashboard. Click Dashboard.



Dashboard displays simple widgets. Swipe to the left to display the Desktop and other full screen running applications.